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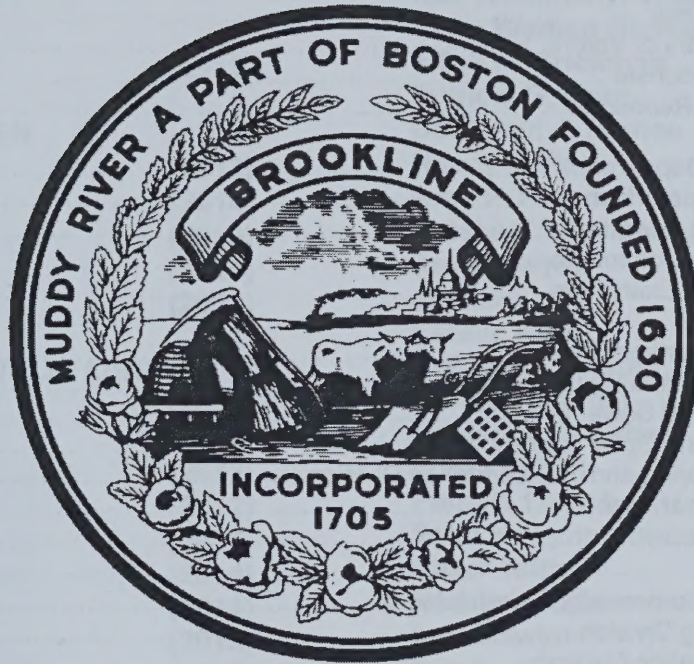


Town of Brookline

2011 Annual Report

On the cover: Winthrop Square/Minot Rose Garden
Renovation Completed in 2011
Landscape Design by Annie Blair, Landscape Architect
Photo Courtesy of Jim Casselman, Landscape Architect

TOWN OF BROOKLINE MASSACHUSETTS



306th Annual Report of the
Town Officers of Brookline
for the year ending December 31, 2011

www.brooklinema.gov

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TOWN OFFICERS

For the Municipal Year 2011

ELECTED TOWN OFFICES

MODERATOR

Edward (Sandy) Gadsby (2012)

TOWN CLERK

Patrick J. Ward (2012)

BOARD OF SELECTMEN

Betsy DeWitt, Chair (2012)

Nancy A. Daly (2014)

Jesse Mermell (2013)

Richard W. Benka (2014)

Kenneth M. Goldstein (2012)

TRUSTEES OF THE PUBLIC LIBRARY

Carol Axelrod, Chair (2012)

Michael A. Burstein (2013)

Vivien E. Goldman (2012)

Regina Healy (2012)

Gary Jones (2014)

Karen Livingston (2014)

Jonathan Margolis (2014)

Jennifer Rees (2013)

Edith W. Sperber (2012)

Mary T. Sullivan (2014)

Judith Vanderkay (2013)

Robert Winitzer (2013)

SCHOOL COMMITTEE

Rebecca Stone, Chair (2014)

Helen Charlupski (2013)

Elizabeth Childs (2012)

Amy A. Kershaw (2014)

Susan Wolf Ditkoff (2013)

Alan Morse (2014)

Judy Meyers (2012)

Barbara C. Scotto (2012)

Henry B. Warren (2013)

BROOKLINE HOUSING AUTHORITY

David Trietsch, Chair (2013)

Michael Jacobs, Vice Chair (2016)

Barbara B. Dugan (2015)

Joanne M. Sullivan (2014)

State Appointment (Vacant)

APPOINTED BY THE MODERATOR

ADVISORY COMMITTEE

Harry Bohrs, Chair (2013)

Neil Wishinsky, Vice Chair (2013)

Carla Wyman Benka (2013)

Edith R. Brickman (2013)

Francis G. Caro (2013)

Benjamin J. Franco (2013)

Nancy Heller (2014)

Amy F. Hummel (2012)

Sytske V. Humphrey (2014)

Angela Hyatt (2012)

Janice S. Kahn (2014)

Estelle Katz (2012)

Bobbie M. Knable (2012)

Gerald Koocher (2014)

Frederick S. Lebow (2012)

Fred Levitan (2013)

Pamela Lodish (2014)

Sean M. Lynn-Jones (2013)

Sharri Mittel (2012)

Michael Oates (2013)

Lee Selwyn (2014)

Stanley Spiegel (2013)

Charles Swartz (2014)

Michael S. Traister (2014)

Leonard Weiss (2014)

Karen Wenc (2012)

Christine M. Westphal (2012)

COMMITTEE ON TOWN ORGANIZATION AND STRUCTURE

Jean D. Berg, Chair (2014)

Donna Kalikow (2014)

Richard T. Leary (2013)

Michael Robbins (2013)

Martin R. Rosenthal (2012)

Robert I. Sperber (2012)

Robert M. Stein (2013)

COMMITTEE ON CAMPAIGNS

James Fleming, Chair (2013)

Frank Farlow (2012)

Gary Jones (2014)

Barbara Pasten (2012)

Joel Shoner (2014)

Sloan Sable (Selectmen's Rep.)

Linda Golburgh (Town Clerk Rep.)

SENIOR MANAGEMENT APPOINTMENTS

BOARD OF SELECTMEN'S OFFICE

Melvin A. Kleckner, Town Administrator
Sean Cronin, Deputy Town Administrator
Melissa Goff, Asst Town Administrator

BUILDING DEPARTMENT

Michael Shepard, Commissioner
Charles Simmons, Public Buildings
Director
Tony Guigli, Building Project
Administrator

COUNCIL ON AGING

Ruthann Dobek, Director

FIRE CHIEF

Paul D. Ford

HEALTH & HUMAN SERVICES

Dr. Alan Balsam, Director

HUMAN RELATIONS/YOUTH RESOURCES

C. Stephen Bressler, Director

HUMAN RESOURCES

Sandra DeBow, Director

INFORMATION TECHNOLOGY

Kevin Stokes, Chief Information Officer

PLANNING & COMMUNITY DEVELOPMENT

Jeff Levine, Director
Joseph Viola, Assistant Director
Kara Brewton, Economic Development
Officer

POLICE CHIEF

Daniel C. O'Leary

PUBLIC WORKS DEPARTMENT

Andrew Pappastergion, Commissioner
Phil Trainor, Water and Sewer Director
Peter Ditto, Engineering/Transportation
Director
Erin Chute Gallentine, Parks & Open Space
Director
Kevin Johnson, Highway Director

RECREATION

Lisa Paradis, Director

SCHOOL SUPERINTENDENT

William H. Lupini

TOWN COUNSEL'S OFFICE

Jennifer Dopazo Gilbert, Town Counsel
John Buchheit, Assoc. Town Counsel
Patricia Correa, Assoc. Town Counsel
Joslin Ham Murphy, Assoc. Town Counsel

TOWN LIBRARIAN

James C. Flatherty

VETERANS SERVICES

William McGroarty, Director

Boards and Commissions Appointed by the Selectmen

ADVISORY COUNCIL ON PUBLIC HEALTH

Dr. Bruce Cohen, Chair	(2013)
Roberta Gianfortoni	(2012)
Milly Krakow	(2012)
Cheryl Lefman	(2013)
Patricia Maher	(2014)
Anthony Schlaff	(2014)

BOARD OF APPEALS

Enid Starr, Chair	(2013)
Jesse Geller	(2012)
Christopher Hussey	(2014)

ASSOCIATE MEMBERS

Jonathan Book	(2013)
Lisa Serafin	(2012)
Mark Zuroff	(2014)
Vacancy	(2014)
Vacancy	(2012)

BOARD OF ASSESSORS

Gary McCabe, Chair	(2013)
Mark J. Mazur	(2012)
Harold Petersen	(2014)

BOARD OF EXAMINERS

Barnett Berliner	(2014)
Fred Lebow	(2012)
VACANCY	(2013)

BROADBAND MONITORING COMMITTEE

Francine Berger, Chair
Michael Newman
Al Pisano
Michael S. Selib

BROOKLINE ACCESS TELEVISION

William Slotnick, Chair	(2014)
Karen Katz	(2015)
Albert Davis	(2014)
Karen Hirsch	(2013)
Mary Hoffe	(2012)
Raymond Latif	(2013)
Hsiu-Lan Chang	(2012)
Peter Miller	(2014)
Anne C. Shreffler	(2014)

COMMISSION FOR THE ARTS

Gavin Andrews, Co-Chair	(2013)
Joanne Lukitsh, Co-Chair	(2012)
Jack Curtis	(2012)
Katherine Ewen	(2013)
Jennifer Green	(2012)
Jeanette L. Guillemin	(2013)
Mori Insinger	(2013)
Jonathan Lewis	(2013)
Katherine Lapuh	(2013)
Joseph McGonegal	(2012)
Susan Mulski	(2014)
Giti Saeidian	(2013)
Stuart Steck	(2014)
Marie Wilson	(2013)
4 Vacancies	(2012)

COMMISSION FOR WOMEN

Chris Chanyasulkit, Co-Chair	(2012)
Sandra Lundy, Co-Chair	(2014)
Merry Arnold	(2013)
Elizabeth Blanchard	(2012)
Casey Hatchett,	(2013)
Beth Jones	(2013)
Alberta Grossman Lipson	(2012)
Dr. Gloria Rudisch	(2013)
Beth Fagan	(2014)
Aiomee Tallarico	(2014)
Jamie Tober	(2014)
Kristen Uekermann	(2014)

BUILDING COMMISSION

Janet Fierman, Chair	(2012)
George Cha	(2012)
George Cole	(2013)
Kenneth Kaplan	(2013)
David Pollack	(2014)

CELEBRATIONS COMMITTEE

Michael W. Merrill, Co-Chair
Robert Allen, Co-Chair
Jesse Mermell, Selectman
Amy Clark
Annmarie Cedrone
Polly Cornblath
Andrew Pappastergion

CELEBRATIONS COMMITTEE (cont'd)

Peter Ditto
Eli Gorock
Kelly Hardebeck
William McGroarty
Rita McNally
Chou Chou Merrill
Betty Moylan
Lisa Paradis
Captain Thomas Keaveney
Chief of Operations Michael O'Reilly
William Riley
Melvin Ritter
Michael Shepard
Manika Srivastav
Herbert Taymor
Ben Vivante
Joseph Walsh
Yvette Yelardy

COMMISSION FOR THE DISABLED

Eileen Connell Berger, Chair (2012)
Richard W. Benka (Selectman) (2014)
Barbara Ceconi (2013)
Keith Duclos (2012)
Sarah Whitman (2015)
Eric Jonas (2012)
James Miczek (2014)
James Peters (2014)
Melvin Ritter (2012)

CONSERVATION COMMISSION

Randolph Mieklejohn, Chair (2013)
Kate Bowditch (2012)
Gail McClelland Fenton (2013)
Matthew Garvey (2014)
Werner Lohe (2014)
Marcus Quigley (2012)
Roberta Schnoor (2012)

ASSOCIATE MEMBERS

Marian Lazar (2014)
Pamela Harvey (2013)

COUNCIL ON AGING

Agnes Rogers, Chair (2012)
Peter Ames (2014)
Doris Toby Axelrod (2014)
Deborah Brass (2013)
Judith Chasin (2012)

COUNCIL ON AGING (cont'd)

Irvin Finn (2013)
Philip Fullerton (2012)
Mary Lee Hood (2013)
Elizabeth Kirsten (2012)
Jean Kramer (2013)
Helen Lew (2014)
Shirley Radlo (2013)
Anatoly Rakin (2013)
Dorothy Wolfson (2012)
William Wong (2014)

ASSOCIATE MEMBERS

Phyllis Baum (2014)
Judith Chernoff (2014)
Marjorie Diana Harvey (2012)
Harry Johnson (2014)
Jean Kramer (2014)
Claire Lurie (2014)
John Mulhane (2013)
Yolanda Rodriquez (2012)
Jean O'Rourke (2012)
Jacob Shafran (2013)
Muriel Stark (2012)
Roberta Winitzer (2012)

ECONOMIC DEVELOPMENT ADVISORY BOARD

Robert I. Sperber, Co-Chair (2013)
Anne Meyers, Co-Chair (2012)
Susan Houston (2012)
Kenneth Lewis (2013)
Thomas Nally (2013)
Clifford Brown (2013)
David Noe (2014)
Paul Saner (2014)
Alden Raine (2012)
Donald A. Warner, AIA (2013)
Harold Simansky (2012)

HOUSING ADVISORY BOARD

Roger Blood, Chair (2012)
Rufus Phyllis (2014)
Karen Kepler (2014)
Kathy Spiegleman (2013)
Rita McNally (Tenant Rep.) (2014)
Steven Heiken (Planning Board Rep.)
Michael Jacobs (Housing Authority Rep.)

HUMAN RELATIONS/YOUTH RESOURCES**COMMISSION**

Dr. Edward Wang, Chair	(2013)
Laurie B. Dopkins	(2014)
Karen Fischer	(2012)
Jonathan Lewis	(2013)
Captain Thomas Keaveney	(2012)
Rita McNally	(2013)
Kay O'Halloran	(2013)
Larry Onie	(2014)
Agnes Rogers	(2014)
Georgi Vogel Rosen	(2014)
Enid Shapiro	(2012)
Doreen Wilkerson	(2012)
Vacancy – Student Rep	(2012)
Vacancy	(2013)
Vacancy	(2014)

ASSOCIATE MEMBERS

Paula Schneider	(2014)
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HUMAN RESOURCES BOARD

Kenneth V. Kurnos, Chair	(2014)
Edward DeAngelo	(2013)
Gerald Raphel	(2013)
Beth Venti	(2012)
Jacqueline J. Young	(2012)

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

Nick Bonadies	(2013)
Susan Goldberg	(2014)
Stephanie Leung	(2013)
Ariel Soiffer	(2013)
Vacancy	(2014)

PARK AND RECREATION COMMISSION

John Bain, Chair	(2013)
Clara Batchelor	(2014)
Antonia Bellalta	(2012)
James K. Carroll	(2012)
Daniel Lyons	(2014)
Nancy O'Connor	(2014)
Jean Stameris	(2013)

PLANNING BOARD

Mark J. Zarrillo, Chair	(2012)
Ashling Fingleton	(2012)
Linda Hamlin	(2013)
Stephen Heikin	(2015)

PLANNING BOARD (cont'd)

Steve Kanes	(2014)
Sergio Modigliani	(2016)
Jonathan Simpson	(2014)

PRESERVATION COMMISSION

James Batchelor, Chair	(2014)
Paul Bell	(2012)
Wendy Ecker	(2013)
Elton Elperin	(2014)
David King	(2013)
Linda Leary	(2012)
Judith Selwyn	(2012)

ALTERNATE MEMBERS:

Rick Schmidt	(2014)
Kirstin Gamble Bridier	(2013)
Rosemary Battles Foy	(2012)
Peter Kleiner	(2013)

REGISTRARS OF VOTERS

Linda Golburgh	(2012)
Andrew J. McIlwraith	(2013)
Victoria Whitney	(2011)
Patrick J. Ward, Ex Officio	

RETIREMENT BOARD

Gary Altman, Chair	(2012)
James Riley	(2014)
Stephen E. Cirillo	(2015)
Robert Ward	(2014)
Judith Haupin - Ex-Officio	

SOLID WASTE ADVISORY COMMITTEE

John Dempsey, Chair	(2014)
Barbara Field	(2013)
Clint Richmond	(2014)
Susan Rittling	(2014)
Cynthia Snow	(2013)

TRANSPORTATION BOARD

Brian Kane, Chair	(2014)
Michael Sandman, Chair	(2012)
Gustaaf Driessen	(2013)
Josh Safer	(2014)
William Schwartz	(2012)
Pamela Zelnick	(2013)

TREE PLANTING COMMITTEE

Hugh Mattison, Chair (2012)
Philip Shabecoff (2013)
Vacancy (2014)

TRUSTEES OF WALNUT HILL CEMETERY

Abbe Cohen, Chair (2014)
Katharine Begien (2014)
Donalda Hingston (2013)
Joslin Ham Murphy (2013)
Patricia Ostrander (2012)
William Riley (2012)

NAMING COMMITTEE

Fred Lebow, Chair (2014)
John Bain (2012)
Carla Benka (2014)
Helen Charlupski (2012)
Wendy Ecker (2013)
Harry Friedman (Alternate) (2014)

MISCELLANEOUS APPOINTMENTS

AGENT FOR MANAGEMENT OF REAL ESTATE
Susan Abdou

CIVIL DEFENSE DIRECTOR
Paul D. Ford

FENCE VIEWER
Peter Ditto

INSPECTOR OF ANIMALS
Robin Magner & Patrick Maloney

INSPECTOR OF PETROLEUM
Paul D. Ford

INSPECTOR OF WIRES
Theodore Steverman

KEEPER OF THE LOCK-UP
Daniel C. O'Leary

LOCAL MOTH SUPERINTENDENT OF INSECT PEST CONTROL
Andrew Pappastergion

RIGHT TO KNOW COORDINATOR
Sandra DeBow

MEASURERS OF WOOD AND BARK
William McGroarty & George Carroll

BOARDS/COMMISSIONS APPOINTED BY THE BOARD OF SELECTMEN

Planning/ Development	Administration and Finance	Public Works	Cultural/ Leisure Services	Human Services
Board of Appeals	Board of Assessors	Conservation Commission	Broadband Monitoring Committee	Advisory Council on Public Health
Board of Examiners	Human Resources Board	Solid Waste Advisory Committee	Brookline Access Television	Commission for the Disabled
Building Commission	Registrars of Voters	Transportation Board	Celebrations Committee	Commission for Women
Economic Development Advisory Board	Retirement Board	Tree Planting Committee	Brookline Commission for the Arts	Council on Aging
Housing Advisory Board	Information Technology Advisory Committee	Trustees of Walnut Hills Cemetery	Park and Recreation Commission	Holocaust Memorial Committee
Planning Board	Brookline Naming Committee			Human Relations/ Youth Resources
Preservation Commission				

BOARD OF SELECTMEN ANNUAL REPORT



(L-R) Selectmen Jesse Mermell, Nancy Daly, Town Administrator Mel Kleckner, Selectmen Betsy Dewitt (Chairman), Richard Benka and Kenneth Goldstein

The Board of Selectmen is pleased to submit its report highlighting the activities of town government and the Brookline community in 2011.

A Year of Extreme Weather

2011 was a year of extreme weather conditions. Beginning in January, the Town experienced a series of major snowstorms. Overall, the Town received nearly eighty inches of snow during the winter, representing twice the average snowfall. The amount of snow piled along Brookline's streets and parking areas were as high as many can remember and remained throughout most of the winter. The effort of the Department of Public Works (the DPW) to keep the roads clear of snow and the commercial areas of town operating was nothing short of heroic. The Board extends our sincere appreciation to the employees of the DPW. In August, Hurricane Irene made a visit to Brookline. Fortunately, by the time it arrived, it was downgraded to a major tropical storm. Still, it packed very high winds and heavy rains, knocking down over one hundred trees and creating widespread power outages. Later that month, Brookline felt the impacts of an earthquake that originated in Virginia. Occupants of tall buildings experienced shaking for several seconds, prompting hundreds of calls to the police and fire departments. Fortunately, little damage occurred but it was a reminder that the northeast is not immune to this natural phenomenon. As a final reminder of the winter of 2011, the Town experienced a record snowfall in October of 2011. With the trees still bearing leaves, the weight of the snow caused widespread damage from broken limbs and branches. Many areas of the town were without power for several hours and, in some cases, for a few days.

Federal Census and Redistricting Initiative

Every ten years, the federal government conducts a census of the nation's population. Brookline's population increased a modest 3% from 2000 to 58,732 residents. Once the census is complete, state and local government must reallocate its population into equal voting districts and precincts. The Board established a committee for this purpose, chaired by Selectman Betsy DeWitt and staffed by the Town Clerk and the IT department. On May 18, the Redistricting Committee voted to adopt as its recommendation to the Selectmen a

proposal that modified several precincts in order to accommodate changes in population, including a substantial loss of residents in precincts 15 and 16. The Board adopted this plan in June and subsequently received state approval. Implementation of the new precincts will take place in 2012.

Members of the Redistricting Committee are as follows:

Selectman Betsy DeWitt (Chair), AL	
Tommy Vitolo	Precinct 1
Stanley Spiegel	Precinct 2
Jean Stringham	Precinct 3
John Mulhane	Precinct 4
Neil Wishinsky	Precinct 5
Cat Anderson	Precinct 6
Bernard Green	Precinct 7
Carol Caro	Precinct 8
Paul Harris	Precinct 9
Michael Traister	Precinct 10
Bobbie Knable	Precinct 11
Amy Hummel	Precinct 12
Lee Selwyn	Precinct 13
Georgia Johnson	Precinct 14
Ab Sadeghi-Nejad	Precinct 15
Michael Berger	Precinct 16

BUDGETING AND FINANCIAL MANAGEMENT

Much of the Board of Selectmen's time and effort each year is spent on reviewing the Town's budget and financial plan. 2011 was no exception, especially given the difficult economic climate and sustained recession. Planning for the Fiscal Year (FY) 2012 Budget was assisted by the work of the Fiscal Policy Review Committee, a citizen's advisory committee appointed by the Board of Selectmen. The Committee reviewed all of the Town's financial policies and proposed a number of changes designed to strengthen financial reserves and the Town's Aaa bond rating. This effort proved successful later in the year when Moody's Investors Service conducted a review of all Aaa rated municipalities in connection with the federal government's debt crisis. Brookline's Aaa rating was reaffirmed thanks in no small part to the strong financial policies and discipline that are in place. The FY 2012 Budget was adopted by Town Meeting in May. The FY 2012 budget balanced \$234,089,302 in revenues and expenses, representing a 3.6% increase over FY 2011. As part of its budget process, the Board of Selectmen adopted a series of objectives:

- To continue to observe policies and practices to ensure long-term financial sustainability, including:
 - a. the recommendations of the Override Study Committee relative to, as adopted by Resolution in March, 2008.
 - b. implementation of recommendations of the Efficiency Initiative Committee and OPEB Task Force, where feasible, and to explore new opportunities for improving productivity and eliminating unnecessary costs.
 - c. Fiscal Policies relative to reserves and capital financing as part of the ongoing effort to observe sound financial practices and retain the Aaa credit rating.
 - d. To continue to seek PILOT Agreements with institutional non-profits along with an equitable approach for community-based organizations.
 - e. To continue to support the business community and vibrant commercial districts.
- To carry out the CIP and the completion of major projects in progress including Muddy River Restoration, Fisher Hill Reservoir Re-Use, Village Square, Town Hall/Main Library/Pierce School garages, and the Runkle and Heath Schools in cooperation with the School Building Authority.
- To continue to work with the School Committee on the development of a comprehensive plan to address the space needs issue in the schools.
- To continue the Town/School Partnership as the means of budgetary planning for financial issues that span municipal and school interests.

- To conduct labor contract negotiations for equitable settlements in conjunction within the Town's ability to pay as shaped by the objectives noted above.
 - a. To begin to work with the PEC on a successor agreement for Group Health that would preserve the savings achieved by joining the Group Insurance Commission.
- To provide leadership for the Town's efforts to reduce energy use and its impact on the environment
 - a. To more fully integrate environmental concerns into Town governance through consideration of the recommendations of the Climate Action Committee and the Moderator's Committee on Waste Disposal.
 - b. To continue to work towards meeting the criteria to become a "Green Community" when appropriate in order to utilize all the tools and grants available through DOER for cities and towns to reduce fossil fuel emissions in a sustainable manner, reduce total energy use and improve energy efficiency in public buildings
 - c. To continue to investigate ways to reduce our municipal solid waste including programs such as "pay as you throw".
- To broaden the Town's commitment to promoting racial/religious diversity and inclusion through efforts such as participation in the Commonwealth Compact.
- To expand technology utilization through promotion of the Brookline MA.gov website and supporting departmental applications such as
 - a. Better utilizing technology in an effort to improve the transparency and documentation around all Town committee meetings and agendas
 - b. Implementation of the new permitting and inspection systems and the Cartegraph work order system.
 - c. Continuing to expand the number of payments options available to residents, including the acceptance of credit cards in town offices.
 - d. To ensure the Police Department utilizes the latest advances in technology to provide public safety services to Town residents in the most efficient and effective manner
 - e. To assist the Fire Department in the utilization of technology to improve firefighter safety, to re-engineer business processes, and improve intra-departmental communication.
- To work with the Town Clerk to develop a Town policy for records storage; to gather historic and archival Town records, documents and materials; to organize and catalog them; and to establish a suitable storage space in an accessible location.
- To provide leadership and coordinate planning efforts to minimize negative impacts of development on neighborhoods
 - a. To monitor and comment on development projects in adjacent communities.
 - b. To work with the Hancock Village Planning Committee to protect the Town's interests with respect to proposed development at Hancock Village.
 - c. To ensure that Village Square/Gateway East improvements proceed through engineering design and construction phases.
 - d. To continue to work towards completion of the Fisher Hill mixed income housing development in conformance with the Land Disposition Agreement,
 - e. To seek opportunities to increase the Town's affordable housing stock.
- To seek out opportunities to improve the streetscape with programs such as multi-space parking meters, LED street lights, alternative displays for newspaper boxes, and enforcement of the Sign By-Law
- To ensure that historical plaques, street signs and symbols are maintained throughout the town and that deteriorating memorials are reviewed for possible preservation and restoration or replacement.
- To implement recommendations of the Bicycle Sharing Committee regarding a regional bicycle sharing agreement.
- To review special permit provisions of the Zoning By-Law in order to determine whether this form of land use regulation can more directly control for adverse impacts on Town resources resulting from development.

- To explore possibilities to strengthen code enforcement for incidents of over-occupancy through possible changes in inspection practices, fine structure, and the processing of case information.
- To support the implementation of an optimally designed taxi medallion program that will maximize revenues while improving service and reducing carbon emissions.
- To review recommendations of the Small Commercial Property Tax Exemption Committee and consider possible legislative changes to the existing statute to establish criteria that could be applied in a more fair and equitable manner.
- To provide guidance to the Police Department as they pursue Accreditation status to ensure an appropriate balance between public safety needs and the rights of individuals and to continue to monitor policy considerations such as Citizen Complaints and the Video Camera Monitoring system.
- To implement the changes in policies and procedures for the issuance of alcohol licenses as recommended by the Licensing Committee.
- To continue to monitor service quality performance of both Comcast and RCN.
- To ensure compliance with the provisions of the Americans with Disabilities Act.
- To strengthen relationships with Boards and Commissions.

Future Development at Hancock Village

The Board of Selectmen struggled with the possible expansion of the Hancock Village residential complex in south Brookline. A post World War II development, Hancock Village is a garden style apartment complex initially developed by the John Hancock Insurance Company to provide employment and housing for returning veterans. The development, which straddles the Brookline-Boston line, consists of 789 two-story attached townhouses, most of which are located in Brookline. The current owner, Chestnut Hill Realty, has initiated a proposal to expand the housing units at Hancock Village by approximately 460 units. The Board of Selectmen appointed a citizen committee to evaluate the issues associated with expansion of the facility. The committee, chaired by Selectman Nancy Daly, had many public forums to consider the proposal. They ultimately determined that the costs to the Town would outweigh the tax revenue and that the development would be too dense and inconsistent with the character of south Brookline. In June, the committee reported that they strongly opposed the proposed development.

In early August, Chestnut Hill Realty filed a "Major Project Review Submission" to develop the east portion of the site. At the Special Town Meeting in November, the Town approved a new by-law that established a Neighborhood Conservation District to preserve and protect groups of buildings and their settings that are architecturally or historically significant and to protect the character of the neighborhoods they are situated in. The Town Meeting then voted to create the Hancock Village Neighborhood Conservation District. As 2011 drew to a close, the Attorney General had not yet ruled on the consistency of the new by-law with state law.

Olmsted Hill Development

In March, construction finally commenced on 4.8 acres of former Town reservoir land at Fisher Avenue. The land was previously conveyed to New Atlantic Development to create 10 single family home lots and the construction of an affordable condominium complex. The redevelopment of the Town site will include the demolition and filling of the former underground reservoirs, the installation of infrastructure and a new public road, the creation and sale of 10 single family home lots, and the construction of an affordable condominium complex. Chaired by Selectman Betsy DeWitt, a construction oversight committee was created to ensure conformance with the Land Disposition Agreement and to serve as a sounding board for the neighborhood. The Town is planning to conduct a lottery to determine eligible residents to acquire the affordable units.

The proceeds from the sale of the property have been used to acquire a state owned parcel of land formerly used as a water storage area. An exciting new park, which will combine passive walking areas with some athletic field use, is in the process of design.

The Red Cab Site

At the Town Meeting in May, the Davis Path Study Committee, headed by Selectman Dick Benka, proposed a rezoning of the Red Cab site to create a special zoning district that would permit appropriate development while mitigating impacts on adjacent neighborhoods and historic districts. The Town Meeting adopted the proposal. GLC Development Resources LLC, a Boston based real estate advisory and development company, is proposing to redevelop the property into a three story, 42,500 square foot general office and medical office building. The planning of the proposed development, while based on the "old" zoning, employs the objectives of the new zoning as created by the Committee. The Board is appreciative of their work:

Selectman Richard Benka	Chair
Charles Baker	Advisory Committee
John Bassett	Community Representative
David England	Community Representative
Steve Heikin	Planning Board
Angela Hyatt	Community Representative
Ken Lewis	EDAB
Sergio Modigliani	Community Representative
Charles Osborne	Community Representative
Linda Pehlke	Community Representative
Dan Saltzman	Community Representative
Paul Saner	Zoning By-Law Committee
Bill Schwartz	Transportation Board

Liquor Licensing

One of the most important responsibilities of the Board of Selectmen is serving as the local licensing authority for the sale of alcoholic beverages. In response to changes in law and an increasing vigilance about impaired driving and other negative aspects on the consumption of alcohol, the Board of Selectmen established a committee to help amend its licensing regulations. The Licensing Review Committee, under the co-chairmanship of Selectmen Ken Goldstein and Betsy DeWitt, met throughout 2011 and presented its final report and proposed regulations to the Board in October. The Board of Selectmen adopted the new regulations and has begun to implement them. The new regulations will;

- Provide a reasonable number and variety of well-run establishments for the sale and service of food and drink
- Regulation of such establishments to ensure they are operated responsibly and do not detract from the quality of life in neighborhoods or in the Town as a whole
- Strong and consistent enforcement of all liquor laws and regulations

The Board would like to thank the members of the Committee for their hard work:

Selectman Betsy DeWitt	Co-Chair
Selectman Ken Goldstein	Co-Chair
Tom Gallitano	TMM, Pct. 16
Anne Meyers	EDAB
Joe Hanley	Attorney
Chris Chanyasulkit	TMM, Pct. 13
Peg Senturia	TMM, Pct. 8
Lea Cohen	Chamber of Commerce
Doug Rodman	Former liquor license holder (non-voting)

Runkle and Heath School Projects

Construction on the Runkle School continued in 2011 and is expected to be completed in time for school opening in September of 2012. The Runkle School project is a major renovation and expansion, requiring the relocation of students to the former Lincoln School on Boylston Street. The Runkle School Building Committee, chaired by Selectman Nancy Daly, has worked cooperatively with the Building Commission in dealing with the issues inherent in building renovation. In addition, the Committee continues to address various neighborhood concerns and issues associated with the relatively compact site. The location and scale of mechanical units on the roof of the school building has taken up much of the Committee's time and effort in 2011. '

The Committee members are:

Nancy Daly	Selectman
Helen Charlupski	School Committee
Glen Cunha	School Committee
William Lupini	Superintendent of Schools

Joseph Connelly	Acting Runkle School Principal
Peter Rowe	Deputy Superintendent of Schools Administration & Finance
Jennifer Fisher Muller	Deputy Superintendent for Teaching and Learning
Michael Shepard	Building Commissioner
Charlie Simmons	Director of Public Buildings
Kenneth Kaplan	Building Commission
Sean Cronin	Deputy Town Administrator
Mel Kleckner	Town Administrator

The Heath School involves an addition and some renovation of existing spaces. Construction began in the fall with anticipated completion in the fall of 2012. The Heath School Building Committee, chaired by Selectman Ken Goldstein, has met consistently throughout 2011.

Kenneth Goldstein	Board of Selectmen
Barbara Scotto	School Committee
Helen Charlupski	School Committee
Mel Kleckner	Town Administrator
Sean Cronin	Deputy Town Administrator
William Lupini	Superintendent of Schools
Jennifer Fischer-Mueller	Deputy Superintendent of Schools
Peter C. Rowe	Deputy Superintendent of Schools
Milly Katzman	Principal
Michael Shepard	Building Commissioner
Charles Simmons	Director of Buildings
George Cole	Building Commission
Raymond Masak	Owner's Project Manager
Carla Benka, Chair	Capital Sub-Committee of the Advisory Committee
Stacey McCarthy	(Parent)
Daniel St. Clair	(Parent)

Both school construction projects are essential to keep up with the burgeoning school population in Brookline.

Replacement of the Fire Chief

In February, 2011 the Board learned of the pending retirement of Fire Chief Peter Skerry. The Town Administrator convened a screening panel to assist in the process and help evaluate candidates to replace Chief Skerry. Selectmen Jesse Mermell and Dick Benka served on the panel for this important position. The Board would like to thank the screening committee for their hard work:

Jesse Mermell	Selectman
Richard Benka	Selectman
Kenneth Kurnos	HR Board
Dr. Peter Moyer	
Dean Denniston, Jr.	
Sandra Debow,	HR Director
Kathleen Kirleis	Deputy Commissioner, Boston Fire Department
Melvin Kleckner	Town Administrator
Frank Giliberti	Fire Chief, City of Medford

This was the first vacancy in the Fire Chief position since legislation was amended eliminating the requirement that the Town promote an internal candidate. As a result, the Town Administrator retained a consultant to help manage the process and ensure that all candidates, both internal and external, would be given a fair chance. In addition, the Town Administrator recommended the appointment of retired Fire Chief John Green to help manage the department during the transition. Following a comprehensive and competitive process, the Board of Selectmen approved the recommended candidacy of Paul Ford, the Fire Chief from the City of Fall River. We welcome Chief Ford to Brookline and express our sincere appreciation to Peter Skerry for 28 years of dedicated service to the Town. We also thank retired Chief John Green for his outstanding service during the transition.

Other

Throughout the year, the Board of Selectmen meets weekly and becomes involved in hundreds of issues and initiatives. Some of the more prominent issues during 2011 included;

- Designation as a Green Community by the Department of Energy Resources
- The Department of Public Works became the first Public Works agency in Massachusetts and New England to be accredited by the American Public Works Association (APWA)
- The relocation of historic civil war tablets into the lobby of the Town Hall
- The observation of the tenth anniversary of the September 11 terrorist attacks
- The concern for neighborhood public health and safety from coyotes
- The notice of retirement from long serving Congressman Barney Frank
- The consideration of an appropriate and lasting recognition for Michael S. and Kitty Dukakis
- The celebration of the life and legacy of Martin Luther King, Jr.
- Addressing the fair allocation of costs for Brookline's membership in Norfolk County
- Facilitating a reasonable redevelopment of the former Cinema site at Cleveland Circle

CONCLUSION

At the annual election in May, Selectmen Nancy Daly and Richard Benka were reelected for an additional three year term. Selectman Betsy DeWitt was selected to continue her role as Chairman of the Board in 2011. The Board sincerely thanks the hundreds of citizens who serve the Town on boards, committees and commissions. It also thanks the Town Administrator, Mel Kleckner, the department heads and the many dedicated employees of the Town for making Brookline a great place to live, work and play.



TOWN ADMINISTRATOR

MELVIN A. KLECKNER



It is a privilege to submit this report on the major issues and accomplishments of the Town of Brookline in 2011. September represented my one-year anniversary as Town Administrator. Being exposed to a full year cycle of Brookline's town government and community life has given me greater insight and confidence to lead the organization.

BUDGET AND FINANCIAL MANAGEMENT

The most important responsibility of the Town Administrator is to prepare a Financial Plan, including a balanced budget proposal for the ensuing fiscal year and a long-term operating and capital budget forecast. The Financial Plan provides a forum for all stakeholders of town government to identify priorities and debate the appropriate allocation of the Town's financial resources. In that sense, the Plan represents a strategic planning process that ultimately reflects the Town's values.

The Financial Plan, including the Fiscal Year (FY) 2012 Budget, was submitted in February in anticipation of Town Meeting approval in May. During the intervening months, the Advisory Committee assigns various subcommittees to review in detail the budget requests for the Town's departments, including the School Department. The FY 2012 Budget balances \$234,206,016 in revenues and expenses, representing a 3.6% increase over FY 2011. FY 2012 represents the fourth straight year that Brookline has experienced a reduction in general government aid from the Commonwealth of Massachusetts. Total aid in FY 2012 is \$13,302,525, down by almost \$500,000, or 3.6%, from FY 2011. Between FY 2008 and FY 2012, the Town suffered a loss of \$3.3 million (22%) in State Aid. After taking into consideration the fixed cost increases in employee compensation/ benefits and energy, the Budget represents a "level" approach that funds the current level of programs and services.

The FY 2012 Budget focused on a series of policy issues. They include;

Employee Benefits

Clearly, the rising cost of health care is the largest budgetary problem facing all levels of government. Despite relatively flat inflation, the annual increase in managed health care plans ranged from 10.2% to 10.8% in 2010. In 2010, the Town and its employee organizations reached agreement on joining the State's Group Insurance Commission, or GIC. The GIC provides health insurance to 350,000 state employees, retirees and dependents. In addition to a large purchasing pool, the GIC retains more discretion and flexibility to modify its plan design to respond to market forces. The cost of the GIC plans were substantially less than the existing Town plans, but carried higher deductibles and co-payments for services. Working closely with its employees and the GIC, the Town established a Health Reimbursement Account (HRA) to ease the transition. This account was established and funded by the Town to reimburse employees with certain out of pocket expenses employees incur with the GIC plan design. The Town was very pleased when it learned that its rate increase for GIC plans in FY 2012 would be less than 5%.

Staffing and Compensation

As the relative budget capacity to fund municipal operations has dwindled, the Town has reduced its workforce accordingly. Since FY 2006, staffing levels for Town government operations in the General Fund have decreased by more than 34 positions, or 5% of the workforce. Over the years, the Town has systematically reviewed each vacant position in order to determine the merits of filling it. More often than not, the Town defers filling positions in order to provide flexibility in the event of budget reductions. Having unfilled positions allows the Town to avoid layoffs of actual employees when staffing reductions are required. It also creates an environment that is conducive to creative ideas about prioritizing program needs, the organization of personnel, and determining more efficient means of delivering services. In addition, in response to the economic climate and focus on public employee compensation, the Town has exercised extreme caution in its consideration of employee wages and benefits. Increasingly, the Town is viewing its collective bargaining obligations in a broader context, linking salaries and wages with health insurance, pension and other benefits.

Financial Reserves

All agencies, public and private, must maintain sufficient reserves to protect itself against situations that could adversely impact operations, fiscal health or reputation. The Town maintains both operating and long-term reserves for this purpose. On a short-term basis, the Town maintains an annual Reserve Fund that funds emergency or unforeseen situations, such as extraordinary snow and ice expenses. In FY 2012, I proposed to retain \$1.7 million of the Town's unreserved fund balance (Free Cash) in order to bolster the Town's financial reserves. A healthy fund balance is essential to create flexibility in the event of emergencies and to demonstrate prudent fiscal management to the credit rating agencies. In order to consider these issues in the context of broader financial policies, I reconvened the Fiscal Policy Review Committee. Chaired by Eric Buehrens, the Committee engaged in a comprehensive review of all financial policies and issues of the Town. It submitted a final report in May that included several recommendations for Board of Selectmen adoption:

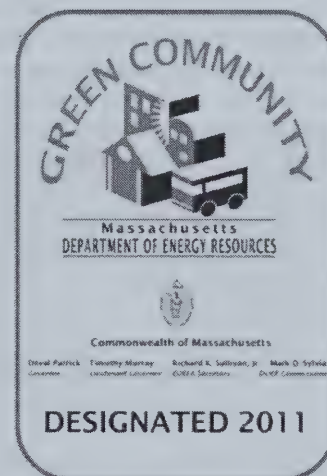
- 1.) Support for the Town Administrator's budget recommendation for FY 2012 to withhold the allocation of \$1.7 million from Free Cash in order to bolster the Town's year-end fund balance.
- 2.) Recommendation that the Unreserved Fund Balance be formally considered a priority in the Town's fiscal policies. Specifically, that the allocation of Free Cash be done in a manner that ensures the Town's year-end Unreserved Fund Balance not fall below an amount equivalent to 10% of general fund revenues.
- 3.) Recommendation for a simplification of the Capital Improvement Plan (CIP) financing policy by consolidating separate revenue sources into an overall allocation of 6.0% of prior year net revenue and for a Free Cash policy that targets total capital spending to represent 7.5% of prior year net revenue.
- 4.) Recommendation that allocations to the Housing Fund be made on a need-based formula.

- 5.) Recommendation that long-term funding of the Town's unfunded financial liabilities, including Employee Pensions and OPEB's be adopted as a formal fiscal policy of the Town.

The Board of Selectmen unanimously adopted these recommendations. I am extremely thankful for the Committee's insight and thoughtful recommendations.

Energy Conservation and Efficiency

Being aggressive about conserving energy is no longer just an environmentally friendly practice. The escalation of energy costs has forced the Town to become extremely diligent in controlling energy usage and increasing the efficiency of our buildings. The Town has mitigated uncertainties in energy prices by locking into fixed price contracts when favorable, investing capital funds for energy conservation and energy management systems, seeking grant opportunities for energy efficiency efforts, reducing usage, and purchasing more energy efficient and alternative (hybrid) vehicles. I am pleased to report that the Town was awarded "Green Community" status by the Commonwealth of Massachusetts in July. This designation will make the Town eligible for state funding of energy efficiency and renewable energy initiatives. I wish to thank the Selectmen's Climate Action Committee for their leadership in this area, including the efforts of Planner Lara Curtis and Melissa Goff, Assistant Town Administrator. I also wish to acknowledge the extraordinary efforts of Climate Action Brookline, our community based partner.



Departmental Operations

In response to a comprehensive analysis by the Selectmen's Efficiency Initiative Committee in 2009, a series of recommendations were made involving Privatization, Staffing, Consolidations of Programs and Services, Major Cost Reduction (e.g. Health Insurance) and New Revenue Sources. Most of these recommendations have been fully implemented or have been initiated and have saved the Town millions of dollars. More importantly, the Committee's work has created a new focus and framework when considering the Town's public policies and services. Continued implementation of the Committee's efforts is incorporated throughout the FY 2012 Financial Plan. Most of these efforts are integrated with the Town's focus on technology improvements. We were excited to roll out BrookOnline in the fall. This initiative is a suite of on-line applications that include Information, Citizen Reporting, and Municipal Billing. Much thanks for this accomplishment goes to Kevin Stokes, the Town's Information Technology Director, for his vision and leadership.

Expanded Revenue Capacity

In addition to ensuring that Town funds are spent as cost effectively as possible, the Town is aggressively pursuing new and creative ways to expand revenue capacity. Proposition 2½ does not limit the amount of additional taxes a town can levy from the value of new construction. As a result, the Town is promoting and facilitating new development that is compatible with the residential nature of Brookline and does not create negative impacts. Implementing a major policy of the Board of Selectmen, the Town has begun to see progress in the negotiation of Payment in Lieu of Taxes (PILOT) agreements with tax-exempt institutions owning property in Brookline. Most prominent is an agreement with Boston University, who has agreed to a PILOT that will eventually escalate to \$500,000 over the next ten years.

The development of the detailed Financial Plan is led by Deputy Town Administrator Sean Cronin and Assistant Town Administrator Melissa Goff. Along with the Town's department heads and financial staff, Sean and Melissa have developed an outstanding document that presents complicated information in a transparent and readable format. The document has been awarded the Government Finance Officers Association's (GFOA) award for Excellence in Budget Presentation for the seventh consecutive year. I thank Sean and Melissa for their efforts in developing the Financial Plan and in their support of the annual budget with the Advisory Committee, Board of Selectmen and Town Meeting.

PARKING CONTROL

In 2011, the Town deployed a new system of parking control technology on the streets of most commercial areas and in each of the Town's off-street parking lots. The system involves a digital parking kiosk (machine) that services several parking spaces through the purchase of a paper parking receipt. The new system was chosen primarily because of its programmable and flexible technology and its ability to process credit card transactions. The programmable feature was effectively utilized to adjust rates in the high demand area of lower Beacon Street during Red Sox games in nearby Kenmore Square. The system was also effective to allow overnight parking lot users to purchase a permit from the lot rather than traveling to the Police Station.

The deployment of the new machines on the streets created many complaints however. The user interface was confusing to many and problems with the wireless connectivity created transaction delays. Many people resented the time and energy necessary to make a trip from their vehicle to the machine- and back again to place the receipt in the vehicle. The elderly and parents of small children appeared particularly disturbed by this system. The complaints evolved into widespread commentary and some controversy. I decided to appoint a special task force, comprised of staff, business owners and citizens to help me sort out the issues and develop solutions. The task force quickly focused on the user interface and within weeks, the Town re-programmed the devices for a more consistent and user friendly interface. The task force spent most of their time researching and discussing ways to make the existing system better as well as considering alternatives to the existing system. Many ideas were raised, including converting the existing system from a "pay and display" to a "pay by space" one. In the pay by space method, the parker makes note of their numbered space and inputs that number when paying at the machine. This avoids having to place a physical ticket in the vehicle. The task force also became aware of new meter technology that has many of the features of the multi-space units but operate more like a traditional single head meter. I am committed to making this system work better for the benefit of Brookline residents, visitors and commercial establishments. Thank you to the task force for working so hard and creatively.

OTHER

On September 11, 2011 on a beautiful day at the Babcock Street Fire Station, the community came together in a ceremony honoring the tenth anniversary of the terrorist attacks. The ceremony was highlighted by the dedication of a memorial bench to Manny Del Valle, Brookline High School alumnus of the Class of 1988. Manny was a New York City firefighter who was killed at the World Trade Center. The event was very moving, and I am appreciative of the planning committee that included Veterans Director Bill McGroarty, Rabbi Bill Hamilton, Fire Chief (Ret.) John Green, Chief of Police Dan O'Leary and Dr. Peter Moyer. Firefighter Robert O'Connor, Nancy O'Connor, Captain Kevin Francis, Lt. Joseph Bullard, Bonnie Bullard and Chief of Ops Mike O'Riley were instrumental in planning the bench dedication.

In September, I was proud to participate in the announcement by the American Public Works Association that the Town of Brookline's DPW Department has received Accreditation. The Accreditation program recognizes public works agencies that go beyond the requirements of the management practices established in the public works industry. Brookline DPW is the first municipality in Massachusetts and New England to receive the accreditation and the 71st in North America. Congratulations to Commissioner Andrew Pappastergion, his staff and especially the employees of the department.

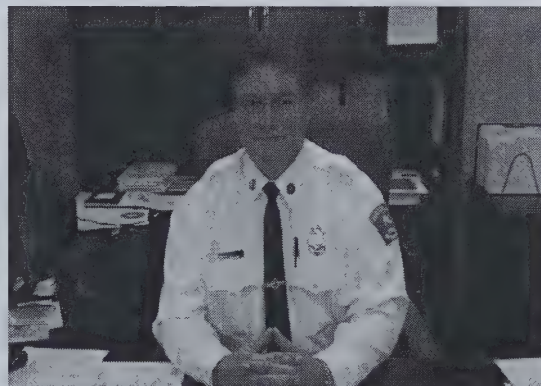


Town Administrator Kleckner congratulates the DPW Accreditation team

SENIOR MANAGEMENT TEAM

In February, 2011 the Town received notice from its Fire Chief, Peter Skerry that he would be retiring after 28 years of dedicated service to the Town, including four and a half years as Fire Chief. The Fire Chief is a key management position of the Town. In addition, the Town had successfully amended the special law governing the management of Brookline's Fire Department by eliminating the requirement that an internal candidate be promoted to Fire Chief. As a result, I convened a screening panel that included members of the Board of Selectmen, fire service professionals and citizens to assist me in the evaluation of candidates, both internal and external. We also employed the experienced consulting firm of Municipal Resources, Incorporated to assist with the process. Finally, in order to maintain an environment whereby no internal candidate would receive an unfair advantage in the process, the Town appointed former Fire Chief John Green to manage the department during the transition.

At the conclusion of a comprehensive and competitive process that considered over 50 applications, I recommended for the Board of Selectmen's approval the appointment of Paul D. Ford as Fire Chief. Mr. Ford is a career professional in the field of fire and emergency medical services, most recently serving as Fire Chief in the City of Fall River, Massachusetts. The Board of Selectmen approved this recommendation and Chief Ford commenced his service as Brookline's Fire Chief on November 7, 2011. I look forward to Chief Ford's tenure as Fire Chief as he leads the service into the next generation.



Chief Paul Ford

It is with sincere appreciation that I thank Chief Skerry for his outstanding service to the Town and to former Chief John Green for his interim service. In addition, I wish to acknowledge the retirement of Deputy Chief Michael O'Reilly. Deputy Chief O'Reilly served the Town faithfully for 31 years, including several years as the Department's Chief of Operations.

THANK YOU

Managing the Town's affairs and providing important public services is a big job that can only be accomplished with a team approach. At the top is the Board of Selectmen, who provide strong and consistent policy direction and support for management. The Town's department heads are second to none in their professionalism and expertise. The Town's management personnel are an extremely dedicated group who make things happen day in and day out. Employees within the Town's departments are efficient and highly motivated to make a difference in people's lives. I thank each and every one of our employees and was pleased to host the Employee Appreciation Event at Larz Anderson Park in October.

Finally, I wish to thank my office staff for their support and advice throughout the year. They include Sean Cronin, Melissa Goff, Patty Parks, Kate MacGillivray, Brenda Costello and Michele Earley.

TOWN MODERATOR

Edward (Sandy) Gadsby

Here are brief summaries of the two Town Meetings held during calendar year 2011.

The principal business of the Annual Town Meeting in May consisted of the adoption of the Advisory Committee's \$208 million budget for fiscal year 2012, which we completed in one night, albeit with considerable comment and debate. The meeting also created a new Local Historic District for the Lawrence School neighborhood, codified the constructive work of the Davis Path Zoning Committee, amended the Town by-laws to permit the sale of alcoholic beverages in eating establishments on Sunday morning, and amended the Zoning By-Law to facilitate the development of the Cleveland Circle Theater site for hotel use.

The principal matter disposed of at the November Fall Town Meeting was the authorization of a new type of regulatory district, a Neighborhood Conservation District, and the creation of a Hancock Village NCD, designed to provide the Town with more oversight and bargaining power in connection with owner proposals to expand Hancock Village. These actions were a high priority of our South Brookline TMMs. In addition, Town Meeting prohibited the sale of tobacco products in drugstores, adopted new and more stringent leaf blower regulations and narrowly approved the fingerprinting of applicants for various types of Town-issued licenses. Finally, Town Meeting turned down a resolution critical of the School Committee's policy on the pledge of allegiance that had been widely publicized in the media.

Interest in Town Meeting and its process remains strong, with quorums reaching 90% and considerable participation in the debate by TMMs. Not counting speakers from the Advisory Committee and Board of Selectmen, there were approximately 140 speakers at the Annual Town Meeting, only 32 of whom had signed up in advance to speak. Of course, a number of TMMs spoke more than once, and three of our more irrepressible members spoke six times each. Nevertheless, we heard from more than one-third of our Members at least once. In response to those who are concerned about the overuse of motions to terminate debate, at the Annual Town Meeting there were only two such motions and only six persons were thereby denied the opportunity to speak. The democratic process is apparently alive and well in our Town Meeting.

After the Fall Town Meeting, I appointed an Ad Hoc Moderator's Committee to study electronic voting, which had been utilized in at least one other Representative Town Meeting. This Committee consisted of former BOS Chair Bob Stein, TMMs Stanley Spiegel and Neil Wishinsky, League of Women Voters representative Joel Shoner, Town Clerk Pat Ward and CIO Kevin Stokes. The Committee has as of this writing completed its work and issued its final report recommending that the Town implement this new manner of voting. The necessary appropriations will be before the 2012 Annual Town Meeting. If these are approved, this means that voting should be available for the 2012 Fall Special Town Meeting and I will be reporting about it more extensively in next year's Annual Report.

Finally, I extend my customary thanks to two committees that I appoint, the Committee on Town Organization and Structure and the Advisory Committee, ably chaired respectively by Jean Berg and Harry Bohrs. These committees devote many hours to their work, for which they receive little public recognition and of course no compensation other than the members' sense of a job well done.

ADVISORY COMMITTEE

Harry K. Bohrs, Chair

Organization and Function

Massachusetts General Laws, Chapter 39, Section 16 states that "every town whose valuation for the purpose of apportioning state tax exceeds one million dollars shall, and any other town may, by by-law provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions...."

The Brookline Advisory Committee, in accordance with Town by-laws, shall consist of not fewer than 20 nor more than 30 established registered voters of the Town. At least one elected Town Meeting Member is appointed from each of the sixteen precincts, plus up to eight additional Town Meeting members and up to six members-at-large. This makes the Brookline Advisory Committee one of the largest of such committees in the Commonwealth. The Brookline Advisory Committee is somewhat unique in that it functions not only as a Finance Committee, but also as an Advisory Committee. As such, it advises the Town through its recommendations to Town Meeting on all matters ranging from Town finances and re-zoning to capital projects and collective bargaining in order to meet the specific needs of the community. The Advisory Committee reports to Town Meeting with its written recommendations on such matters in the printed warrant that is mailed to all Town Meeting members. The Advisory Committee is the only authority that may approve transfers from the Reserve Fund, which is established to deal with unforeseen or emergency expenditures.

The Chair of the Advisory Committee appoints each member to serve on a subcommittee, working closely with members to determine which subcommittee will best suit their background and interest. The Chair selects a member from each subcommittee to serve as its Chair.



Advisory Committee

Advisory Committee Subcommittees

Below is a listing of current subcommittees with the areas to which each is responsible and it's Chair:

Administration and Finance: Advisory Committee, Conditions of Appropriation, Debt and Interest, Finance, Information Technology, Selectmen, Town Clerk, and Unclassified. (Chaired by Benjamin Franco)

Capital: Building, Capital Improvements Program, Public Works, and Recreation. (Chaired by Carla Benka)

Human Services: Council on Aging, Health, Human Relations-Youth Resources, Library, and Veterans' Services. (Chaired by Frank Caro)

Personnel: Collective Bargaining, Human Resources, and Personnel Benefits. (Chaired by Nancy Heller)

Planning and Regulation: Legal Services, Planning and Community Development, Zoning. (Chaired by Neil Wishinsky)

Public Safety: Police and Fire. (Chaired by Janice Kahn)

Schools: (Chaired by Leonard Weiss)

2011 Issues

In 2011, the Advisory Committee considered a broad array of financial and other issues on behalf of Town Meeting. The Advisory Committee met 33 times in full sessions to prepare its recommendations for the Annual Town Meeting and the Special Town Meeting. In addition, the subcommittees met more than 56 times to hold public hearings (as well as numerous on-site visits to assess special projects throughout the town), which enabled both supporters and opponents of various issues to express their views. The subcommittees reported to the full Advisory Committee allowing the Committee to fully consider public sentiment and pertinent information in its final discussion and decision-making process, leading to its recommendations to Town Meeting.

The Advisory Committee spent approximately three months crafting its version of the Town's FY12 Budget. From mid-February through mid-May, the full Committee met twice a week to hear and discuss subcommittee recommendations. Throughout this process members collected and analyzed information from numerous sources. The Committee listened to the requests and concerns of boards and commissions, Town officials and citizens, balanced these views, and prepared and submitted to Town Meeting a detailed budget recommendation in the form of the annual appropriation article.

During 2011 the Advisory Committee prepared and presented to Town Meeting comprehensive reports on a number of complicated warrant articles. Topics included consideration of a Local Historic District and the establishment of Neighborhood Conservation Districts. As well, it considered tobacco and alcohol sales, a newly formed Davis Path Special District, residential parking requirements, the Fisher Hill Reservoir park and collective bargaining agreements to name a few.

In addition to serving on various special committees, members of the Advisory Committee actively participated on committees appointed by the Board of Selectmen to develop recommendations on Zoning By-Law, green technology, naming of Town property, Noise By-Laws, parking and redistricting. Members also serve on design review committees and a number of standing Town committees including the Labor Advisory, Town/School Partnership, and Audit Committees.

Membership

Harry Bohrs was elected to serve as the Chairman of the Committee and Neil Wishinsky was elected to serve as Vice Chairman.

This past year we said goodbye to Ken Chin and Michael Traister. Ken and Michael brought thoughtful balance and insight to our analysis and discussions, as well as good nature and good humor. Their commitment served not only the Advisory Committee, but also our community as a whole. At the same time we extended a warm welcome to Amy Hummel, Angela Hyatt and Lea Cohen who joined us. We look forward to tapping into their experience and expertise in the coming sessions.

With thoughtful input from our community, the Advisory Committee will continue to work diligently on behalf of Town Meeting to carefully consider all matters that will impact the Town and make recommendations it considers to be in the best interest of the Town and all of its residents.

TOWN MEETING

Summary of Actions Taken Annual Town Meeting May 26, 2011

ARTICLE ONE

Appointment of Measurers of Wood and Bark. (Selectmen) A motion of Favorable Action, that the number of measurers of Wood and bark be two to be appointed by the Selectmen, was passed by a Unanimous Vote.

ARTICLE TWO

Approval of Collective Bargaining Agreements. (Human Resources) A motion of Favorable Action, to approve and fund cost items in the collective bargaining agreements for Brookline Engineers Division Association and the School Traffic Supervisors, Local 1358, AFSCME, Council 93, AFL-CIO, was passed by a Unanimous Vote. A motion of Favorable Action, to approve and cost items in the collective bargaining agreement for Teamsters, Local 25, was passed by a Unanimous Vote. A motion of Favorable Action, to approve and fund cost items for the collective bargaining agreements for AFSCME, Council 93, Local 1358 and Local 1358, AFSCME (Library), Council 93, AFL-CIO, was passed by a Unanimous Vote.

ARTICLE THREE

Annual Authorization of Compensating Balance Agreements. (Treasurer/Collector) A motion of Favorable Action to authorize the Treasurer, with the approval of the Board of Selectmen, to enter into compensating balance agreements for FY2012, was passed by a Unanimous Vote.

ARTICLE FOUR

Report on the Close-out of Special Appropriations/Bond Authorization Rescission. (Selectmen) A motion of Favorable Action, that the remaining \$3,275,000 Bond Authorization for assessment and corrective action associated with the Newton Street Landfill be reduced and rescinded, was passed by a Unanimous Vote.

ARTICLE FIVE

Approval of Unpaid Bills of a Prior Fiscal Year. (Selectmen) A motion of No Action was passed by a Unanimous Vote.

ARTICLE SIX

Acceptance of Legislation to Increase Property Tax Exemptions. (Assessors) A motion of Favorable Action to establish an additional property tax exemption for FY 2012, was passed by a Unanimous Vote.

ARTICLE SEVEN

Approval of Adjustments to Factors Applicable to the qualifications for the Elderly Tax Exemption Permitted by General Laws Chapter 59, Section 5, Clause 41C. (Board of Assessors and Council on Aging) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE EIGHT

FY11 Budget Amendments. (Selectmen) A Motion of No Action was passes by a Unanimous Vote.

ARTICLE NINE

Annual (FY12) Appropriations Article. (Advisory Committee) A motion of Favorable Action to approve the FY2012 Budget, with total appropriated expenditures of \$194,072,545, was passed as amended and separately voted, by a Counted Vote of 173 In Favor and 1 Opposed.

ARTICLE TEN

Amendment to Article 5.6 of the Town's By-Laws – Preservation Commission and Historic Districts – creation of the Lawrence Local Historic District. (Preservation Commission) A motion of Favorable Action was passed by a Counted Vote of 185 In Favor and 2 Opposed.

ARTICLE ELEVEN

Amendment to Article 7.7 of the Town's By-Laws – Removal of Snow and Ice from Sidewalks– make the Town responsible for plowing and sanding sidewalks in residential districts. (Petition of Seymour A. Ziskend) A motion of Favorable Action was Defeated by a Counted Vote of 2 In Favor and 180 Opposed.

ARTICLE TWELVE

Amendments to the Zoning By-Law – establishment of a Cleveland Circle Hotel Overlay District. (Petition of John VanScoyoc) No Action was taken under this Article.

ARTICLE THIRTEEN

Amendment to Article 2 (Definitions) of the Zoning By-Law - definitions of "hotel" and "limited service hotel". (Director of Planning and Community Development) A motion of Favorable Action was passed by a Counted Vote of 185 In Favor and 2 Opposed.

ARTICLE FOURTEEN

Amendments to the Zoning By-law – relative to the work of the Davis Path Special District Zoning Committee. (Davis Path Special District Zoning Committee) A motion of Favorable Action was passed by a Counted Vote of 190 in Favor and 1 Opposed.

ARTICLE FIFTEEN

Amendment to Section 5.73.1 of the Zoning By-Law – Rear yards in Business or Industrial Districts – technical clarification to calculations for rear yards in business/industrial districts neighboring residential districts. (Director of Planning and Community Development) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE SIXTEEN

Amendment to Sections 5.45 (Traffic Visibility Across Corners), 5.62 (Fences and Terraces in Side Yards), and 5.74 (Fences and Terraces in Rear Yards) of the Zoning By-Law – fencing requirements. (Planning Board) A motion of Favorable Action was passed by a Two-Thirds Vote.

ARTICLE SEVENTEEN

Acceptance of the Provisions of General laws Chapter 138, Section 33B – allows for the sale of alcoholic beverages by on-premises licensees on Sundays and certain legal holidays between the hours of 10:00 AM and 12:00 Noon. (Selectmen) A motion of Favorable Action to accept General Laws, Chapter 138, Section 33B, was passed by a Majority Vote.

ARTICLE EIGHTEEN

Resolution to Honor Michael and Kitty Dukakis. (Petition of Brian Kane) A motion of Favorable Action was passed by a Counted Vote of 184 In Favor and 1 Opposed.

ARTICLE NINETEEN

Resolution Concerning Traffic Calming. (Petition of Hugh Mattison) A motion of Favorable Action was passed, as amended, by a Counted Vote of 176 In Favor and 4 Opposed.

ARTICLE TWENTY

Resolution Against the Use of Robocalls in Political Campaigns. (Petition of Michael A. Burstein) A motion of Favorable Action was Defeated.

ARTICLE TWENTY-ONE

Legislation to Remove Brookline from Norfolk County. (Petition of Frederick Lebow) A resolution petitioning the Town's legislative delegation to study the inequitable status, structure and assessment mechanism of remaining county governments, was passed, as amended, by a Recorded Ballot Vote of 158 In Favor, 20 Opposed and 2 Abstentions.

ARTICLE TWENTY-TWO

Vote to Accept a Grant of a Surface Water Drain Easement from the MBTA – a portion of land at or near Station Street and Pearl Street. (Commissioner of Public Works) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWENTY-THREE

Reports of Town Officers and Committees. (Selectmen) Reports on the No Turn on Red Resolution, the Affordable Housing Board and the Moderator's Committee on Parking and Zoning were presented to the Annual Town Meeting.

Summary of Actions Taken Special Town Meeting May 26, 2011

ARTICLE ONE

Amendments to the Zoning By-Law – establishment of a Cleveland Circle Hotel Overlay District. (Selectmen). A motion of Favorable Action was passed by a Recorded Ballot Vote of 191 In Favor, 5 Opposed and 2 Abstentions.

Summary of Actions Taken Special Town Meeting November 15, 2011

ARTICLE ONE

Approval of unpaid bills. (Selectmen) A motion of Favorable Action, to pay Official Payments \$3,959.26 from the FY2012 Information Technology Department budget, with a nine-tenths vote being required, was passed by a Unanimous Vote.

ARTICLE TWO

Approval of collective bargaining agreements. (Human Resources Director) A motion of No Action was passed by a Unanimous Vote.

ARTICLE THREE

FY2012 Budget Amendments. (Selectmen) A motion of Favorable Action, to add \$56,844 to the School budget and reduce Employee Benefits by \$196,248 and increase the Stabilization Fund by \$253,092, was passed by a Counted Vote of 198 in Favor and 2 Opposed.

ARTICLE FOUR

Amendment to Part IV of the Town's By-laws – creation of a new Article 4.9 – Withholding Exemption (Federal). (Petition of Susan Allen) A motion of Favorable Action was Defeated by a Counted Vote of 0 In Favor and 200 Opposed.

ARTICLE FIVE

Amendment to Part V of the Town's By-Laws – creation of a new Article 5.10 – Neighborhood Conservation Districts. (Department of Planning and Community Development) A motion of Favorable Action was passed by a Recorded Ballot Vote of 183 In Favor, 35 Opposed and 5 Abstentions.

ARTICLE SIX

Amendment to Article 5.10 of the Town's By-Laws – Neighborhood Conservation Districts – creation of the Hancock Village Neighborhood Conservation District. (Department of Planning and Community Development) A motion of Favorable Action was passed by a Counted Vote of 200 In Favor and 24 Opposed.

ARTICLE SEVEN

Amendment to Article 8.23 of the Town's By-Laws – Tobacco Control – prohibition of the sale of tobacco on the property of any educational institution or health care institution. (Petition of Thomas Vitolo) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE EIGHT

Amendment to Part VIII of the Town's By-Laws – creation of new Article 8.30 – Fingerprint-Based Criminal Record Background Checks. (Police Chief) A motion of Favorable Action was passed by a Counted Vote of 106 In Favor, 97 Opposed and 2 Abstentions.

ARTICLE NINE

Amendment to Part VIII of the Town's By-Laws – creation of a new Article 8.30 – Leaf Blowers. (Petition of Andrew Fischer) A motion of Favorable Action was passed by a Majority Vote.

ARTICLE TEN

Legislation Amending Chapter 51 of the Acts of 2010 – Taxi Medallions – creation of a taxi medallion fund. (Board of Selectmen) A motion of Favorable Action was passed by a Counted Vote of 193 In Favor and 2 Opposed.

ARTICLE ELEVEN

Legislation removing the Town of Brookline as a Member Community in Norfolk County. (Petition of Frederick S. Lebow) A motion of Favorable Action was Defeated.

ARTICLE TWELVE

Resolution in Support of Abolishing Norfolk County Government. (Petition of Frederick S. Lebow) A motion of Favorable Action was Defeated.

ARTICLE THIRTEEN

Resolution Concerning Funding a Pedestrian-Activated Crossing Signal at Green Street and Harvard Street. (Petition of Stanley Spiegel) A motion of Favorable Action was Defeated by a Counted Vote of 82 In Favor, 103 Opposed and 8 Abstentions.

ARTICLE FOURTEEN

Resolution Regarding Multi-Space Parking Meters. (Petition of Frederick S. Lebow) A motion of Favorable Action was passed by a Majority Vote.

ARTICLE FIFTEEN

Resolution to Regulate the Use of Town Parks and Playgrounds by Licensed Group Day Care Centers/Private Early Education Programs. (Petition of Ruthann Sneider) A motion of Favorable Action was passed by a Majority Vote.

ARTICLE SIXTEEN

Resolution to Change the Scheduling of Town Meetings. (Petition of Rebecca Plaut Mautner, Brian Kane, Andrew Fischer, A. Joseph Ross) A motion of Favorable Action, to schedule Town Meetings on non-consecutive nights, was passed by a Majority Vote.

ARTICLE SEVENTEEN

Resolution Regarding the Pledge of Allegiance in the Classroom. (Petition of Martin Rosenthal). A motion of Favorable Action was Defeated by a Recorded Ballot Vote of 76 In Favor, 95 Opposed and 9 Abstentions.

ARTICLE EIGHTEEN

Resolution Regarding the Use of Robocalls in Political Campaigns. (Petition of Michael A. Burstein) A motion of Favorable Action, urging all political candidates for state and federal offices running in Massachusetts to be judicious and sparing in the combined use of computerized autodialers and pre-recorded messages, was Defeated with 1 Abstention.

ARTICLE NINETEEN

Reports of Town Officers and Committees. (Selectmen) A Report from the Selectmen's Climate Action Committee was presented to Town Meeting.

2011 Town Meeting Member Attendance								
Precinct	Name	Eligible	Attended	Precinct	Name	Eligible	Attended	
15	Alexanderian, Edwin	6	6	AL	DeWitt, Betsy	6	6	
05	Allen, Richard E.	6	6	05	DeWitt, Dennis J.	6	6	
16	Allen, Robert L.	6	6	11	Ditkoff, Joseph M.	6	6	
15	Ames, Mariela	6	6	01	Downes, Sherrell B.	6	5	
06	Anderson, Catherine C.	6	6	11	Dryfoos, Paul R.	6	3	
15	Andreadis, Anthony T.	6	5	07	Ellis, Susan P.	6	5	
07	Aslanian, John J.	6	6	04	Farlow, Frank W.	6	6	
16	Avalon, Danilo A.	6	6	04	Farlow, Martha A.	6	6	
04	Axelrod, Sarah T.	6	5	09	Feinman, Marvin A.	3	0	
11	Bain, Dixon	6	6	13	Fine, Jonathan S.	6	6	
07	Ball, Ellen B.	6	5	13	Fischer, Andrew	6	6	
16	Basile, Beverly A.	6	5	14	Fishman, Gill	6	6	
15	Basile, Robert W.	6	5	15	Flanagan, Jane	6	5	
06	Bassett, John	6	5	01	Franco, James	6	6	
13	Benka, Carla Wyman	6	6	16	Frawley, Regina M.	6	6	
AL	Benka, Richard (Dick)	6	6	13	Freeman, John W.	6	6	
16	Berger, Eileen Connell	6	5	08	French, Maya L.	6	6	
16	Berger, Michael	6	3	07	Frey, Ernest A.	6	6	
09	Birnbaum, Benjamin	3	1	08	Friedman, Franklin D.	6	5	
13	Blood, Roger F.	6	5	14	Friedman, Harry K.	6	6	
03	Bohrs, Harry K.	6	6	16	Friedman, James	6	6	
04	Brickman, Edith R.	6	6	AL	Gadsby, Edward (Sandy)	6	6	
13	Brooks, Deborah	3	2	10	Gaehde, Stephan A.	6	4	
14	Brown, Clifford M.	6	6	16	Gallitano, Thomas J.	6	6	
14	Bunnell, Craig A	6	3	01	Garver, Richard Perry	6	6	
12	Burstein, Michael A.	6	6	03	Geist, Kathe Sternbach	6	5	
05	Cady, Blake	6	4	09	Geller, Joseph T.	6	5	
14	Carlisle, Linda K.	6	6	04	Gerdts, Nadine	6	6	
08	Caro, Carol B.	6	6	07	Giller, Phyllis D.	6	5	
08	Caro, Francis G.	6	5	03	Gilman, Jane C.	6	6	
01	Cavell, Cathleen C.	6	5	16	Gladstone, Scott C.	6	6	
13	Chanyasulkit, Chris	6	6	14	Goldberg, Deborah B.	6	6	
10	Chertok, Sumner J.	6	6	08	Golden, Jack	6	6	
05	Childs, Elizabeth	6	6	08	Goldstein, David-Marc	6	6	
02	Chin, Kenneth W.	6	0	07	Goldstein, Elizabeth (Betty)	6	6	
04	Cirincione, Peter	6	5	AL	Goldstein, Kenneth M.	6	6	
15	Coehlo, Paula Jo	6	6	01	Gordon, Neil R.	6	6	
12	Cohen, Bruce B.	6	5	12	Grand, Jonathan H.	6	6	
10	Cohen, Karen C.	6	1	07	Gray, Mark A.	6	6	
07	Cohen, Susan F.	6	6	07	Greene, Bernard W.	6	4	
03	Connors, Patricia	6	6	12	Greenfield, Stefanie A.	6	6	
06	Conquest III, Arthur Wellington	6	6	14	Gregson, Annette	6	4	
01	Cook, Ernest	6	0	05	Gross, Betsy Shure	6	3	
12	Cooke-Childs, Lee	6	6	15	Guzelian, Nancy Diane	6	5	
04	Cooper, Ingrid E.	6	3	15	Hall, John L.	6	5	
10	Coughlin, William J.	6	4	05	Hamlin, David	6	6	
01	Covert, Anne S.	6	5	07	Hardebeck, Kelly A.	6	2	
AL	Daly, Nancy A.	6	6	04	Harrington, Kevin	6	6	
05	Daves, Robert S.	6	6	05	Harrington, Philip	6	5	
10	Davis, Jonathan H.	6	6	05	Harris, Mary J.	3	1	
10	Davis, Linda M.	6	6	09	Harris, Paul E.	6	6	
11	de Fougerolles, Paula	6	6	12	Hatchett, Casey	6	6	
03	Dewart, Mary D.	6	6	08	Heller, Nancy S.	6	6	
03	Dewart, Murray	6	6	10	Henry, Wendy	6	5	

Precinct	Name	Eligible	Attended	Precinct	Name	Eligible	Attended
01	Herman, Helen Y.	6	6	02	Morrissey, Robert	6	0
01	Hillman, Carol B.	6	6	15	Mueller, Karen Weltchek	6	2
11	Homer, Joanne P.	6	3	04	Mulhane, John T.	6	6
13	Hoy, Francis Charlton	6	6	15	Nangle, Richard	6	5
12	Hummel, Amy	6	6	04	Nobrega, Mariah C.	6	5
06	Humphrey, Systke V.	6	5	12	Oates, Michael F.	6	5
05	Hyatt, Angela Ward	3	3	02	O'Brien, Barbara A.	6	6
08	Johnson, Anita L.	6	4	06	O'Donnell, Kerry	6	5
01	Johnson, Emily Winn	6	6	05	O'Leary, Phyllis R.	6	6
14	Johnson, Georgia M.	6	4	05	Olins, Andrew M.	6	6
16	Jonas, Alisa G.	6	6	04	O'Neal, Sr., Donelle S.	6	3
10	Jones, Beth S.	6	5	02	Pehlke, Linda Olson	6	6
03	Jones, Gary D.	6	4	09	Powell, William B.	6	4
09	Jozwicki, Barr A.	6	6	06	Pratt-Otto, Stephen G.	6	3
09	Jozwicki, Joyce	6	6	16	Pu, William	3	2
16	Jurich, Joseph	3	1	09	Rabinovitz, Stanley N.	6	5
02	Kahl, Christopher A.	6	4	09	Radlo, Shirley	6	0
15	Kahn, Janice S.	6	6	08	Ravitz, Randall Evan	6	6
06	Kane, Brian	6	6	15	Reilly, William Arthur	6	5
13	Kaplan, Ruth L.	6	4	06	Richmond, Clinton Q.	6	5
12	Karon, Jonathan A.	6	6	02	Richmond, Edward L.	6	5
07	Katz, Estelle	6	5	04	Robinson, Joseph E.	6	5
09	Katz, Pamela C.	6	5	06	Roffman, Ian D.	6	6
12	Klafter, David B.	6	4	08	Roll, Evelyn Ayash	6	2
11	Knable, Bobbie M.	6	6	09	Rosenstein, Harriet	6	4
10	Koch, Christopher A.	6	0	09	Rosenthal, Martin R.	6	6
03	Koff, Laurence Kragen	6	6	12	Ross, A. Joseph	6	6
16	Koocher, Gerald P.	6	6	15	Rourke Jr., James C.	6	5
09	Lang, Kevin E.	6	6	15	Rudman, Deborah D.	6	5
06	LaPlante, Virginia W.	6	6	07	Sable, Sloan K.	6	6
09	Levine, Julius B.	3	2	15	Sadeghi-Nejad, Ab	6	5
11	Lewis, Kenneth G.	6	6	16	Safer, Joshua D.	6	6
02	Lianides-Chin, Barbara A.	6	0	10	Salkin, Leon	3	3
03	Liautaud, Joanne	6	6	10	Salkin, Lori D.	6	6
14	Lipson, Roger R.	6	6	13	Saner, Paul A.	6	5
02	Liss, Lisa E.	6	5	03	Scanlon, Kathleen M.	6	5
14	Lodish, Pamela C.	6	4	01	Schram, Robert L.	6	3
13	Lohe, Werner	6	6	08	Scotto, Barbara C.	6	6
11	Lowe, David J.	6	6	13	Selwyn, Lee L.	6	6
01	Lynn-Jones, Sean	6	6	13	Senecal, Barbara M.	6	6
11	MacDonald, Bradley A.	6	5	08	Senturia, Margaret (Peg)	6	6
07	Margolis, Jonathan J.	6	5	03	Shapiro, Gregg David	6	4
05	Mattison, Hugh	6	6	02	Shea, Katherine D.	6	6
11	Mautner, Rebecca Plaut	6	6	11	Shield, Joel D.	6	3
04	McCarrell, Sharon L.	6	6	07	Shon-Baker, Rita S.	6	6
02	McNally, Rita K.	6	4	01	Silbaugh, Katherine B.	6	6
05	Meiklejohn, D. Randolph	6	5	10	Skagestad, Finn Peter	6	4
06	Merelice, M. K.	6	6	12	Sklaver, Ian F.	6	6
AL	Mermell, Jesse R.	6	6	07	Slayton, James M.	6	4
14	Merrill, Cameron S.	6	6	12	Slotnick, William E.	6	5
14	Merrill, Chou Chou	6	6	06	Smith, Kim N.	6	6
14	Merrill, Michael W.	6	4	04	Smith, Virginia A.	6	6
12	Meyers, Judy	6	6	AL	Smizik, Hon. Frank Israel	6	2
01	Miller, Barry A.	6	6	16	Sneider, Arthur	6	6
02	Mitchell, Adam A.	6	6	06	Sneider, Ruthann	6	6
14	Mittel, Shaari S.	6	6	06	Sperber, Robert I.	6	6
11	Moran, Maryellen	6	6	02	Spiegel, Diana Lees	6	6

Precinct	Name	Eligible	Attended
08	Spiegel, Samuel	6	4
02	Spiegel, Stanley L.	6	6
10	Spingarn, Alexandra (Sandy)	6	4
16	Stavis-Zak, Joyce E.	6	5
03	Steinfeld, Frank R.	6	6
10	Stern, Benjamin	6	4
08	Stock, Sara	6	2
03	Stone, Rebecca E.	6	6
03	Stringham, Jean	6	6
09	Swartz, Charles	6	6
09	Ticotsky, Charles Ivan	6	6
11	Tolkoff, Josh	6	4
08	Toomey, Maura	6	6
03	Trachtenberg, Myra R.	6	4
10	Traister, Michael S.	3	3
04	Trietsch, David M.	6	3
11	Uekermann, Kristen April	6	6
14	Union, Lauri E.	6	2
09	Vanderkay, Judith	3	3
13	VanScoyoc, John R.	6	6
01	Vitolo, Thomas John	6	6
05	von Krusenstiern, Lenore K.	6	6
AL	Ward, Patrick J.	6	6
13	Warner, Donald A.	6	4
06	Warren, Henry B.	6	6
12	Weitzman, Donald C.	6	5
11	Wenc, Karen	6	6
02	White, Eunice	6	6
05	Wishinsky, Neil A.	6	6
02	Wolff, Bruce	6	6
01	Zabak, Steve S.	3	1
10	Zuker, Molly Gross	6	3

RESOLUTIONS PASSED IN 2011

1. A Resolution to Honor Michael and Kitty Dukakis

WHEREAS Michael Stanley, and Katharine ("Kitty") Dickson Dukakis each grew up in Brookline, graduated from Brookline High School, and have continually resided here for over 60 years; and

WHEREAS Michael Dukakis represented Brookline in the Massachusetts House of Representatives between 1962 and 1970, and was the 65th and 67th Governor of Massachusetts from 1975 to 1979, and 1983 to 1991; and

WHEREAS Mrs. Dukakis has worked extensively for over 40 years to bear witness to horror, speak truth to power, and protect human rights including as a member of President's Commission on the Holocaust, as a member of the US Holocaust Memorial Committee, as a director of the Refugee Policy Group/Refugees International, the Task Force on Cambodian Children, the Cambodian Crisis Fund, and Mapendo International, a humanitarian organization that rescues and protects African refugees; and

WHEREAS in 1988 Governor Dukakis won the nomination of the Democratic Party for President of the United States, and in the general election that year won the support of the people of the states of Hawaii, Iowa, Massachusetts, Minnesota, New York, Oregon, Rhode Island, Washington, West Virginia, Wisconsin, and the District of Columbia; and

WHEREAS the citizens of Brookline believe it is time for the Town to publicly thank Governor and Mrs. Dukakis for their service;

THEREFORE BE IT RESOLVED the Town honor Governor and Mrs. Dukakis with a recognition appropriate to their accomplishments, and sufficient in scope to mark the esteem with which they are held. And be it further resolved that Town Meeting urges the Selectmen to appoint a committee to consult with the Dukakis family, their friends and supporters, and any relevant institutions, and charge this committee with, among other things, debating the questions of sufficiency and feasibility, and reporting back to the Selectmen by February 3, 2012 with a recommendation for the Selectmen to make on behalf of the Town to the appropriate Town body(ies) to create and fund such a recognition or dedication. The Board of Selectmen and all other relevant boards, commissions, and/or committees, including but not limited to the Naming Committee, are further encouraged to complete all processes and procedures related to naming such that a recommendation may be brought to the 2012 Annual Town Meeting for its action to honor Michael and Kitty Dukakis.

2. A Resolution on Traffic Calming.

WHEREAS: changes to create traffic calming can have a significant effect on the daily lives of residents;

Whereas, the existing Traffic Calming Policy and Procedures were written in 2001 at which time traffic calming was a new idea in Brookline;

WHEREAS: the Transportation Board has had ten years of experience in developing and implementing traffic calming measures;

WHEREAS: new approaches and strategies for traffic calming continue to evolve;

THEREFORE BE IT RESOLVED THAT Town Meeting urges the Transportation Board to assess and evaluate its current Traffic Calming Policy and Procedures and revise them, where necessary, to reflect best practices regarding traffic calming planning, including public outreach and participation, development, and implementation; and

BE IT FURTHER RESOLVED, that Town Meeting urges the Transportation Board to submit its findings to the Board of Selectmen by the end of November 2011, after soliciting public input at least one public hearing held after making a draft of the proposed policy and procedures publicly available through timely dissemination both by prominent placement on the Town website and also by a link thereto from by-law §3.21 listserv e-notices.

3. A Resolution regarding Norfolk County.

WHEREAS: County governments are seen as outmoded and inefficient and in 1997 and 1998 the General Court of the Commonwealth of Massachusetts dissolved most county governments (Berkshire, Essex, Franklin, Hampden, Hampshire, Middlesex, Suffolk, and Worcester Counties).

WHEREAS Most of the functions, services and duties of the dissolved county governments were transferred to state offices. For example, the duties of the Registries of Deeds all now come under the Office of the Secretary of State while the Sheriffs and jails come under the Executive Office of Public Safety.

WHEREAS In dissolving most county governments the Commonwealth took on liability for continuing liabilities associated with the dissolved county governments such as pensions and other post-employment benefits.

WHEREAS Norfolk County and several other county governments in southeastern Massachusetts remain.

WHEREAS The Town of Brookline continues to pay mandatory assessments to Norfolk County government.

WHEREAS For Fiscal Year 2012, the Norfolk County assessment for the Town of Brookline is nearly \$700,000, which is an increase of more than 9% over the prior year.

WHEREAS Municipalities which are located in counties where the county government has been dissolved receive essentially the same services from the Commonwealth as those formerly provided by the county but pay no mandatory assessment to a county government.

WHEREAS Municipalities which are located in counties where the county government has been dissolved do not contribute toward the continuing liabilities of the former county government.

WHEREAS It is unfair and inequitable that Brookline, and other similar municipalities, should be saddled with large county government assessments while municipalities located in counties where county government has been dissolved receive essentially the same services without paying an assessment.

WHEREAS Assessment paid by municipalities to the county government are based on the municipality's property tax assessments and, therefore, the Town of Brookline's financial contribution to Norfolk County government is dramatically disproportionate to its population and to the benefits the Town receives.

WHEREAS Except for the physical plant of the Brookline District Court, the Town of Brookline derives minimal benefit from Norfolk County government and the few benefits which are derived could easily be provided for in an alternative and more cost efficient means.

AND WHEREAS It is unfair and inequitable that the Town of Brookline should pay a disproportionate share of the Norfolk County government assessment relative to the benefits received by the Town of Brookline.

NOW IT IS THEREFORE RESOLVED that the Board of Selectman are authorized and requested

1. To communicate with other Norfolk County municipalities about the inequities inherent in the current county government system and to coordinate with other Norfolk County communities who seek a remedy.
2. To petition the Town's legislative delegation to study the inequitable status, structure and assessment mechanism of remaining county governments.
3. To issue a written report on the progress made on or before September 15, 2011 and to report further in this regard at the next Town Meeting.

4. A Resolution regarding Multi-Space Meters.

RESOLVED, that the Town substantially modify, relocate or retrofit the new multi-space meters to make them easier to operate and function more efficiently and if it is not possible to satisfactorily solve the operational problems, then replace some or all multi-space meters with single-space mechanical or electronic meters.

5. A Resolution to Regulate the Use of Town Parks and Playgrounds by licensed Group Day Care Centers and or Private Early Education Programs

WHEREAS the State Department of Early Education and Care has granted 11 Group Center licenses within ½ mile of Town Hall;

WHEREAS these centers have multiple groups of children with a collective population of approximately 450 children between the ages of 3 months and five years with required staff ratios for Toddlers at 2:9 and Preschool and Pre-kindergarten children at 1:10;

WHEREAS these centers are required by state law to provide one hour of physical activity each day, and many, not having their own outdoor play space, bring their children to nearby playgrounds;

WHEREAS the number of children in daycare centers in Brookline is growing; Whereas the Town of Brookline's Parks offer attractive, well-equipped playgrounds;

WHEREAS the introduction of too many children at one time into a playground or on any play element threatens the safe and enjoyable use of the playgrounds; and

WHEREAS the Department of Public Health is currently coordinating use of playgrounds by day care centers to prevent overcrowding;

THEREFORE BE IT HEREBY RESOLVED that Town Meeting urges the Department of Health to continue coordination of use of playgrounds by day care centers. Further, Town Meeting urges the Brookline Parks and Recreation Commission to continue monitoring use of playgrounds by day care centers and to develop appropriate policies to address any systemic problems that are observed. Finally, Town Meeting urges continuing discussion regarding coordination of use of public playgrounds among all of the stakeholders including the Brookline Parks and Open Space Division, the Brookline Department of Public Health, the Brookline Recreation Department, operators of day care centers, family day care providers, and parents whose children use the playgrounds.

6. A Resolution to to Change the Scheduling of Town Meetings

WHEREAS Town Meeting has historically met on Tuesday, Wednesday, and Thursday evenings until it has concluded its business; and

WHEREAS an experiment in the spring of 2011 to hold Town Meeting on nonconsecutive evenings was well-received and appreciated by many Town Meeting Members; and

WHEREAS a number of Town Meeting Members prefer a schedule of non-consecutive evenings; and

WHEREAS other Town Meeting Members prefer to meet on consecutive evenings,

NOW THEREFORE BE IT RESOLVED that Town Meeting desires that the spring Annual Town Meeting be held on two non-consecutive evenings per week and that the fall Special Town Meeting be held on up to three consecutive evenings per week and asks the Selectmen and the Moderator to schedule accordingly.

**SUMMARY OF RESOLUTIONS ADOPTED BY TOWN MEETING
REQUIRING ACTION BY THE SELECTMEN OR DEPARTMENTS**

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
May '01 Annual	20	Calls on the Great and General Court to support statewide legislation banning the use of cellular telephones while operating a motor vehicle.	The Resolution was sent to the Court, Governor, Attorney General, Executive Office of Public Safety, Boards of Selectmen, and Mayors.
May '01 Annual	23	Supports the abolition of the death penalty and the passage of the Innocence Protection Act.	The Resolution was sent to death penalty abolition leaders, the Governor, the Town's legislative delegation, and President of the U.S.
Nov. '01 Special	16	Calls on the General Court to adopt legislation requiring all school buses to be fitted with three-point lap and shoulder restraints by July, 2003. Also, calls upon the Town's representatives in such matters to research and arrange compliance.	Copies of the Resolution were sent to each member of Brookline's legislative delegation asking that it be brought to the attention of the Ways and Means Committee and other appropriate legislative bodies and officials.
May '02 Annual	13	Calls on the Town's Zoning By-Law Commission to conduct an investigation into "Mansionization".	Referred to the Zoning By-Law Commission for Review.
Nov. '02 Special	1	Supports the opposition of any U.S. attack on Iraq and requests that the Board of Selectmen transmit this resolution to our congressional delegation.	Copies of the resolution were sent to the Town's legislative delegation and Federal representatives.
May '03 Annual	17	Seeks the revocation and elimination of provisions of the USA PATRIOT Act, the Homeland Security Act, and other Executive Orders that are deemed to diminish civil liberties.	Resolution was posted in public places and sent to the Norfolk County D.A., State Police, Town's legislative delegation, State Attorney General, Governor, local U.S. Attorney, the U.S. Attorney General, and President of the U.S.
May '05 Annual	25	Calls for children's welfare organizations to be informed and for Town groups to explore raising awareness about corporal punishment of children.	The resolution was widely publicized.
Nov. '05 Special	29	Supports the construction and implementation of a plan to withdraw troops from Iraq.	Copies of the resolution were sent to the Town's legislative delegation and Federal representatives.
May '06 Annual	30	Supports the improvement of the Gateway East Area.	The Town continues to support the Village Square Project (formerly called Gateway East). Design plans have been submitted to the state, and construction is planned for approximately 2015.
Nov. '06 Special	26	Reaffirms the Town's commitment as a Sanctuary Town, endorses the platform of the Keep Our Families Together Campaign, calls upon the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement to issue a moratorium on immigration raids until Congress comes to an agreement on comprehensive immigration reform and urges the U.S. Senate to defeat HR 4437 and urges the President to veto any such legislation.	A copy of this resolution was sent to the Massachusetts Congressional delegation and to the President of the U.S.
Nov. '06 Special	28	Urges that at least 50% of Town committee meetings should be held in the evening.	Notification of the resolution was sent to all Boards and Commissions.
Nov. '07 Special	22	Urges support for Support Tax Exemptions and Incentives Legislation for Certain Property Owners Using Wind and Solar Power.	Copies of the Resolution were sent to each member of Brookline's legislative delegation.
Nov. '07 Special	23	Support Statewide Legislation to Encourage the Purchase of Fuel-Efficient Vehicles.	Representative Frank Smizik filed legislation at the state level.
May '08 Annual	30	Urges the Town and the unions to proceed with good faith negotiations for joining the Group Insurance Commission (GIC) and resolve further that future consideration of appropriations for labor agreements take into account the status of efforts to opt into the GIC.	The Town and the union Public Employee Committee reached an agreement to switch to the state Group Insurance Commission effective July 1, 2010.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
May '08 Annual	32	Calls on the Commonwealth of Massachusetts, the Federal Government, and Governments of the World to cap greenhouse gas emissions and reduce emissions by 20% by 2020 and 80% by 2050.	The resolution was widely publicized.
Nov. '08 Special	27	Urges the Selectmen to establish a unified snow removal enforcement/warning program, establish and maintain a credible, well-publicized, fair, and readily available program, to help residents who cannot clear their own abutting sidewalks; and review at a public hearing each November the various departments' plans for public education, enforcement, and assistance for residents who need help.	Each November a public meeting is held with all involved agencies to review and discuss plans for enforcement and assistance during the upcoming winter season. Public education is provided through distribution of the annual "Winter Guide" for residents.
Nov. '08 Special	28	Recognizes the efforts of the Parks Department and the Conservation Commission to control invasive species on public property and encourages the Town to continue to provide information to the public on invasive species and how to control those species on private property.	The Parks and Open Space Division's website includes an overview of invasive plants and a Plant Management Guide which will be updated with descriptions of several additional plant species. The Division also has a comprehensive management program for invasive and nuisance plants on Town-owned lands and all other open spaces.
May '09 Annual	16	Encourages food service establishments to provide when feasible calorie and other general nutritional information to consumers at point of sale.	The resolution was widely publicized.
May '09 Annual	23	Urges the Board of Selectmen to revise its citizen complaint procedures so that at least three selectmen must vote to grant a full appeal hearing for complaints of all classes and to reconsider three measures reviewed but not recommended by the Citizen Complaint Review Committee.	Effective July 28, 2009, the Board of Selectmen and Chief of Police adopted a revised complaint review and disciplinary procedure which included many of the recommendations urged in the Town Meeting resolution.
May '09 Annual	25	Urges the Board of Selectmen to immediately terminate the trial period and order the removal of the general police surveillance cameras funded by the Department of Homeland Security.	The Chief of Police offered a compromise plan, closing the cameras except for the hours of 10 PM to 6 AM, the time period of highest crime and minimal impact on citizens; the Selectman voted to adopt the compromise plan. This plan is in effect as of January 25, 2010.
May '09 Annual	27	Urges the Legislature to enact legislation that will lead to implementation of Massachusetts as a single payer health care program.	Through this resolution the Town expressed its support for the Massachusetts Health Care Trust Bill HB 2127.
May '09 Annual	28	Recognizes the tenth anniversary of the Brookline-Xi'an China Exchange Program.	Through this resolution, the Town of Brookline acknowledged the valued friendship between the people of Xi'an and the people of Brookline.
Nov. '09 Special	5	Asks the Board of Selectmen and other Town officials to work diligently with appropriate State officials in order that the reconstruction of the Carlton Street Footbridge includes suitable handicap-accessible features.	25% plan, which includes handicap ramps, has been submitted to MADOT for inclusion in the State TIP for funding
Nov. '09 Special	15	Encourages the Town to gradually increase the Selectmen's stipend and encourages the Advisory Committee to review the stipends and make recommendations for adjustments.	The Selectmen's stipends for FY12 reflect the FY11 increase voted on at the May, 2010 Annual Town Meeting.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
Nov. '09 Special	16	Urges the Advisory Committee and Board of Selectmen to give serious consideration to the other funding and cost containment recommendations of the OPEB Task Force for managing and controlling the Town's retiree health care costs.	The FY13 Financial Plan increased funding from the General Fund from \$1.5M to \$1.75M, added expected Medicare Part D Subsidy revenue (\$300K) to the appropriation, committed the reduction in the Non-Contributory Retirees appropriation to OPEB's, and fully assesses special revenue funds for the OPEB cost.
Nov. '09 Special	17	Calls on the U. S. Conference of Mayors and President of the United States to commence negotiations for a verifiable treaty to eliminate nuclear weapons, and calls on the Selectman to send a message of support for these negotiations to the President of the United States, and to our members of Congress.	Through this resolution the Town expressed support for the work of President Obama and the over 3,000 mayors worldwide who have committed their cities to the effort to abolish nuclear weapons.
May '10 Annual	17	Urges the Selectmen to establish an annual town-wide commemoration of Martin Luther King, Jr. Day and to report annually on progress toward realizing the vision of Dr. King.	The MLK Celebration Committee planned another successful event. The Human Resources Director presented the second annual Diversity report to the Board in April 2012.
May '10 Annual	18	Urges the Selectmen to establish a committee tasked to examine the suitability of a bicycle sharing program for Brookline.	The Committee recommended Brookline join the Hubway regional system, and the Town is expected to join the system in the summer of 2012.
May '10 Annual	19	Encourages the consideration of birds when designing building projects and when lighting buildings at night.	The Parks and Open Space Division web site contains links to resources promoting bird-safe building designs in support of this Resolution.
Nov. '10 Special	19	Intended to poll Town meeting on their preference for the current Town Meeting schedule or to hold Town Meeting on two non-consecutive evenings per week.	The schedule for the May, 2011 Town Meeting will be determined when the Moderator takes a motion to adjourn on the first night.
Nov. '10 Special	20	Asks the Transportation Board to adopt standards regarding a right turn on red and report their progress to Town Meeting as expeditiously as possible.	The Transportation Board has completed a review of all known "no turn on red" restrictions under town jurisdiction. Reports and a summary of action table are available in the No Turn On Red folder in the Transportation files located at www.brooklinema.gov/transportation . Work orders for all approved sign removals and installations are being processed by the DPW.
Nov. '10 Special	21	Requests the suspension of the sale and/or serving of veal products to the public within the Town of Brookline.	The resolution was widely publicized.
May '11 Annual	18	Urges the Town to honor Governor and Mrs. Dukakis with a recognition appropriate to their accomplishments and urges the Selectmen to appoint a committee to make a recommendation to be brought to the 2012 Annual Town Meeting.	The Dukakis Recognition Committee was appointed in February, 2012 and plans to have a recommendation ready in time for the Fall, 2012 Town Meeting.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
May '11 Annual	19	Urges the Transportation Board to assess and evaluate its current Traffic Calming Policy and Procedures	The Transportation Board formed a Traffic Calming Subcommittee to create a draft Policy & Procedure for Transportation Board approval. The Subcommittee completed its work on April 10, 2012 and has submitted the draft Policy & Procedures to the Transportation Board. A public hearing is expected in late May/early June with Transportation Board adopted planned for the July 2012 monthly meeting.
May '11 Annual	21	Urges the Selectmen to coordinate with other Norfolk County communities to seek a remedy to the inequities in the current county structure, petition the delegation to study the issue and report on progress before September 15, 2011.	The Interim Report on the Norfolk County was discussed and accepted by the Board in September, 2011. The County Commissioners have proposed legislation which would change the way the county is funded. The Board continues to discuss this issue with the County Manager, State Representatives and various other municipal and county officials.
Nov. '11 Special	14	Urges the Town to modify, relocate or retrofit the new multi-space meters.	The Town Administrator formed a Parking Meter Task Force that was charged with evaluating the new multi-space meters installed in various commercial areas of the Town. A series of changes have been made to improve the system, and the Town Administrator has recommend that the multi-space meters remain in the parking lots but be converted to a "pay by space" and included money in the CIP to acquire the new single space meters for on-street parking that will also accept credit cards.
Nov. '11 Special	15	Urges the Health Department and Park and Recreation Commission to continue the coordination and monitoring of use of playgrounds by day care centers to address any systemic problems that are observed.	The Park and Rec Commission held a public forum for stakeholders on this issue in March, and the Town agencies are formally monitoring park use this spring and summer and will report results back to the Park and Rec Commission.
Nov. '11 Special	16	Intended to poll Town meeting on their preference for the current Town Meeting schedule or to hold Town Meeting on two non-consecutive evenings per week for the Annual Town Meeting schedule only.	The schedule for the May, 2012 Annual Town Meeting calls for two non-consecutive evening meetings (Tuesday / Thursday).

GENERAL GOVERNMENT

TOWN CLERK

Patrick Joseph Ward

On Tuesday, May 3, 2011 the Annual Town Election was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 2,815 of the 35,859 eligible registered voters in the Town, or 7.85%, participated in this election.

On Tuesday, May 24, 2011, at 7:00 P.M., Town Meeting Members convened for the Annual Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium. The Annual Meeting was adjourned to Thursday, May 26, 2011 and dissolved on Tuesday, May 31, 2011 at 9:55 P.M. in order to complete the business of the twenty-three article Warrant. Significant actions taken at the Annual Meeting included the approval of the FY2012 budget with total appropriated expenditures of \$194,072,545 for the Town of Brookline including, but not limited to, the following special appropriations:

- \$250,000 for enhancement to town-wide software and hardware;
- \$50,000 for the refurbishment of Fire Engine #6;
- \$625,000 for making extraordinary repairs to Fire Stations;
- \$110,000 for carpet replacement at the Senior Center;
- \$100,000 for interior repairs at the libraries;
- \$50,000 for commercial area improvements;
- \$1,750,000 for the rehabilitation of streets;
- \$270,960 for the rehabilitation of sidewalks, including "no bike" stenciling in commercial areas;
- \$48,040 for bicycle access improvements;
- \$25,000 for streetlight replacement and repairs;
- \$45,000 for the rehabilitation of Town-owned parking lots;
- \$25,000 for repairs to the floor at the Municipal Service Center;
- \$280,000 for the renovation of playground equipment, fields and fencing;
- \$135,000 for the rehabilitation of Town and School grounds;
- \$190,000 for the removal and replacement of trees;
- \$630,000 for the renovation of Billy Ward Playground;
- \$510,000 for the renovation of Clark Park;
- \$50,000 for repairs to the retaining wall at Larz Anderson Park;
- \$80,000 for the renovation of Waldstein Playground;
- \$60,000 for the renovation of Warren Field/Playground;
- \$50,000 for ultraviolet (UV) filters at the Evelyn Kirrane Aquatic Center;
- \$30,000 for replacement of the pavilion floor at the Jack Kirrane Skating Rink at Larz Anderson Park;
- \$60,000 for removal of hazardous materials from Town and School buildings;
- \$50,000 for improvements to life safety systems and building security in Town and School facilities;
- \$125,000 for energy conservation projects in Town and School Buildings;
- \$75,000 for upgrades to energy management systems in Town and School buildings;
- \$250,000 for costs associated with building envelope repairs, including chimneys, in Town and School Buildings;
- \$25,000 for school furniture upgrades;
- \$50,000 for the replacement of intercom systems in School buildings;
- \$130,000 for engineering or architectural services for plans and specifications for remodeling, reconstructing or making extraordinary repairs to the Unified Arts Building (UAB);
- \$750,000 for making extraordinary repairs to the auditorium at the Pierce School;
- \$8,500,000 for remodeling, renovating, reconstructing or making extraordinary repairs to the Heath School;
- \$500,000 for improvements to the storm drain system; and
- \$1,000,000 for water main improvements.

Other actions taken at the Annual Meeting included:

- established that the number of Measurers of Wood and Bark be two and to be appointed by the Board of Selectmen;
- approved and funded cost items for collective bargaining agreements, commencing on July 1, 2009 and expiring on June 30, 2012, for the Brookline Engineers Division Association and the School Traffic Supervisors, Local 1358, AFSCME, Council 93, AFL-CIO;
- approved and funded cost items for collective a bargaining agreement, commencing on July 1, 2011 and expiring on June 30, 2012, for Teamsters, Local 25;
- approved and funded cost items for collective bargaining agreements, commencing on July 1, 2009 and expiring on June 30, 2012, for the AFSCME Council 93, Local 1358; and Local 1358, AFSCME (Library), Council 93, AFL-CIO;
- elected to continue to establish additional residential tax exemptions for FY2012;
- approved adjustments to the factors applicable to the qualification for the Elderly Tax Exemption;
- created a new by-law establishing the Lawrence Historic District;
- amended the zoning by-laws by modifying the definitions of "hotel" and "Limited service hotel" in order to prevent the use of hotel rooms for long-term occupancy;
- amended the zoning by-laws to permit appropriate development at the Kerrigan Place/Red Cab site;
- amended the zoning by-laws to address an anomaly concerning rear yard set-back for buildings abutting a commercial zone;
- amended the zoning by-laws to allow the Zoning Board of Appeals to allow fences greater than 7 feet, to mitigate safety and nuisance problems, by special permit;
- accepted a general law that allows the Board of Selectmen to allow sales of alcohol on Sundays and certain Holidays before noon;
- a resolution requesting the Town to honor Governor and Mrs. Dukakis with a recognition appropriate to their accomplishments;
- a resolution urging the Transportation Board to assess and evaluate its current Traffic Calming Policy and procedures;
- a resolution for the Board of Selectmen to petition the Town's legislative delegation to study the inequitable status, structure and assessment mechanism of remaining county governments; and
- acceptance of a permanent easement from the MBTA for the placement of a 42 inch diameter surface water drain at or near the MBTA Brookline Village Green Line Station.

At the Annual Town Meeting Town Clerk Patrick Joseph Ward asked for a moment of silence after reading the roll call of Town Meeting Members who died since the last Annual Meeting:

HONOR ROLL

Carl Dreyfus
1976 – 1992

Joan Z. Fried
1976 – 2000

Frances Halpern
1970 – 1982; 1985 – 1994

Mary R. Hunter
1988 – 1996

Sumner Z. Kaplan
1951 – 1974

Stephen R. Morse
1979 – 2010

William J. Riley
1994 – 2004

Phyllis G. Ryack
1962 – 1971; 1973 – 1987; 1996 - 2002

Max Swartz
1980 – 1986; 1989 – 1994

Gloria B. Vokonas
1975 - 1980

On Tuesday, May 26, 2011, at 8:00 P.M., Town Meeting Members convened for a Special Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium. The Special Meeting was dissolved on Tuesday, May 26, 2011 at 9:15 P.M. in order to complete the business of the one article Warrant. The significant action taken at the Special Meeting was the amendment to the zoning by-laws creating a Cleveland Circle Overlay District and allowing more control and mixed-use redevelopment at the Circle Cinema site.

On Tuesday, November 15, 2011, at 7:00 P.M., Town Meeting Members convened for a Special Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium. The Special Meeting was dissolved on Thursday, November 17, 2011 at 9:40 P.M. in order to complete the business of the nineteen-article Warrant. Significant actions taken at the Special Meeting included:

- authorized the payment of an unpaid bill, from a prior fiscal year, of \$3,959.26 to Official Payments;
- amended the FY2012 Budget to account for higher than anticipated State Aid and savings from the GIC;
- created a new General By-law that established a new category of Neighborhood Conservation District;
- an amendment to the General By-laws establishing a Neighborhood Conservation District entitled "Hancock Village Neighborhood Conservation District";
- an amendment to the General By-laws prohibiting the sale of tobacco products on the property of any educational institution or health care provider;
- an amendment to the General By-laws allowing the Police Department, as part of its background into applicants for certain licenses, to run fingerprint-based criminal record checks;
- an amendment to the General By-laws regulating the use of leaf blowers in the Town;
- legislation authorizing the Board of Selectmen to file a petition with the General Court to create a Taxi medallion Fund;
- a resolution for the Town to modify, relocate or retrofit the new multi-space meters to make them easier to operate and function more efficiently;
- a resolution to encourage the coordination of use of Town parks and playgrounds by licensed group day and care centers and or private early education programs; and
- a resolution urging that the Annual Town Meeting be held on two non-consecutive evenings per week;

The Office of the Town Clerk recorded 680 births in the Town for 2011, pending final returns from other communities, an increase of 40 births from the previous year. The office also recorded 421 deaths, pending final returns from other communities, a decrease of 37 deaths from the previous year. There were 423 marriage intentions filed and 411 marriages recorded with the Office of the Town Clerk, a decrease of 4 marriage intentions and 3 marriages from the previous year. The office processed 365 applications for U.S. passports, a decrease of 136 from the previous year. The office posted 1,506 public meeting notices, in accordance with the Open Meeting Law, a decrease of 46 from the previous year. Of the 2,682 dogs licensed in 2011, 1,262 were also licensed in the Green Dog Program. 109 non-resident licensees also participated in the Green Dog Program.

Total revenues collected by the Office of the Town Clerk were \$179,098.00 in 2011, an increase of \$16,648.94 from 2010 revenues.

REGISTRARS OF VOTERS



(l-r) Town Clerk Patrick Joseph Ward, Assistant Town Clerk Linda G. Golburgh, Victoria M. Whitney, Andrew J. McIlwraith

The Board of Registrars of Voters is a four member board whose responsibilities include registering voters, making a local listing of residents, certifying nomination papers and petitions, processing absentee voter applications and administering elections and any necessary recounts. The Town Clerk serves as an Ex Officio member of the Board of Registrars of Voters. The Democratic Registrars are Town Clerk Patrick Joseph Ward and Assistant Town Clerk Linda G. Golburgh, who serves as Chair. The Republican Registrars are Andrew J. McIlwraith and Victoria M. Whitney. In 2011 the Board of Registrars of Voters administered and supervised the May 3, 2011 Annual Town Election. The Board of Registrars of Voters recorded 2,544 new active registered voters, processed 822 inactive registered voters and amended 6,354 affidavits of voter registration for changes of party and address, including deletes. The Board also processed 181 absentee ballot applications for 2011 and certified 1,668 signatures for petitions and nominations. The Board of Registrars of Voters published the 2011 Street List of Persons Seventeen Years of Age and Older and established a total population of 58,732. Of this population, 37,217 were registered voters, of which 30,998 were Active and 6,219 were Inactive.

Political Parties and Designations

Democrat *	18,185
Green-Rainbow*	41
Republican *	2,665
Unenrolled	16,208
American Independent	12
Conservative	1
Constitution Party	1
Green Party USA	11
Libertarian	85
Rainbow Coalition	1
Socialist	3
Timesizing Not Downsizing	2
Interdependent 3 rd Party	2

*Recognized Political Party

TOWN COUNSEL

Jennifer Dopazo Gilbert

Each year the Office of Town Counsel is challenged by a number of distinct and complex legal matters and 2011 was no exception. The need to revise outdated policies and procedures, and to create new ones, has increased. The following are just a few such achievements: Our office worked extensively with the Town's Licensing Review Committee ("LRC") to update the Town's liquor licensing regulations. The Office researched applicable laws and regulations, participated in numerous meetings as legal advisor and staff support, and assisted with the drafting of new regulations. The Town's new Sale of Alcoholic Beverages Regulations were adopted by the Board of Selectmen in October and have been successfully implemented. Also, newly-enacted State legislation required our office to substantially update the School Department's Bullying Prevention Plan. Our office worked with the School Committee and School Department staff to create a plan that complied with the new law and met the needs of the Brookline Public Schools.

The Office of Town Counsel remains diligent in its efforts to not only recover monies owed to the Town but to also save the Town money by defending it against a variety of matters that are pursued in the Courts, as well as claims made of personal injury and property damage. While representing the Finance Department, our office recovered an estimated \$378,000 for unpaid real estate property taxes and personal property taxes during 2011. Our office continues to actively pursue the recovery of money expended by the Town for medical expenses of police and fire department personnel who are injured in the line of duty by negligent third parties. In 2011 we recovered over \$35,000 in related expenditures. This year our office began assisting the Department of Public Works in its efforts to collect monies owed to the Town for unpaid ticket violations. We also continued to aid the Police Department in efforts to recover money from individuals who damaged Town property. The Town, of course, is self-insured and as such it relies upon the Office of Town Counsel to maintain a role as an insurance adjuster. Amongst the responsibilities, our office processes, investigates, defends, and when warranted, effectively negotiates settlements on behalf of the Town against numerous personal injury and property damage claims. In 2011 Town Counsel's Office saved an estimated \$175,000 defending the Town against such claims.

The staff attorneys continue to train Town Boards and Commissions, as well as Town Staff, on the requirements of the State's Open Meeting law and the Town's By-law that impose similar requirements. They routinely answer questions from other departments, boards and committee members about the State Ethics law and the Open Meeting Law. The office is also responsible for ensuring that all changes and/or updates to these laws are conveyed to these individuals.

The Office of Town Counsel is comprised of Town Counsel Jennifer Dopazo Gilbert, along with Associate Town Counsels Joslin Ham Murphy, John Buchheit, and Patricia Correa. The paraprofessional staff consists of Senior Paralegal Kerry Fleming, Paralegal Tracey Michienzi, and part-time Senior Clerk Jane Tavolieri.

A sample of this year's accomplishments include:

- Settled the Brookline Conservation Land Trust lawsuit ; the settlement insures that the land is open and available to the public.
- Successfully defended an Appeals Court challenge to the Transportation Board's authority to terminate a taxi business license.
- Negotiated and finalized a 30-year lease with the Brookline Arts Center for the Town's 86 Monmouth Street Property.
- Represented the Building Department in an EPA Penalty Proceeding; responded to a Request for Information and accepted minor \$7,000 penalty.

- After extensive negotiations, favorably settled several MCAD matters.
- Filed brief at the Supreme Judicial Court on behalf of the Board of Appeals explaining why the Board's determination of the Plaintiff's standing in the case was correct. Also argued the case before the court.
- Presided at a health department hearing and drafted a decision concerning a landlord's appeal of an order of the Health Department.
- Reviewed documents and represented the Town at all closings for the sale of the affordable housing.
- Won a dismissal by the Massachusetts Commission Against Discrimination in a disability discrimination case brought by a terminated employee.
- Drafted, negotiated, reviewed and approved dozens of Town contracts, requests for proposals, and lease agreements.

HUMAN RESOURCES

Sandra DeBow, Director

The mandate of the Human Resources Office is to develop and administer fair and equitable Human Resources policies for the Town and its employees and to provide a system of Human Resources administration that is uniform, fair, efficient and represents the mutual interest of the Town and employees of the Town. In 2011, the Human Resources Office shifted its focus from negotiations regarding health insurance and union contracts to analysis and review of employee training and development needs.

Prior to 2011, the Human Resources Office had spent a most of its resources negotiating and moving subscribers into health insurance plans administered by the state's Group Insurance Commission (GIC) avoiding millions of dollars in increased health care costs. Then, the office focused on finalizing bargaining with each of the Town's seven bargaining units; each with varying expectations of what their collective bargaining should look like having moved into the state's GIC. Only the Fire and Police unions continued to be bargained into 2011.

The shift in focus from negotiation, outreach and administration of the new GIC health insurance plans to a review of our recruitment and employee development processes included a specific focus on diversity and inclusion issues. This latter objective is important as the Human Resources Office anticipates move into new recruitment and hiring direction that will help us increase diversity among our applicant pools and to better develop a strategy for effective succession planning. In 2011, the Human Resources Office reviewed the Town's hiring processes, employee training and development and personnel policies, with an eye toward incorporating inclusion and diversity priorities.

To further the goals of an inclusive, welcome and diverse workplace, the Human Resources Office organized a working group of key departments to spearhead its Inclusion and Diversity Initiatives at the end of 2010. The Department Heads and Senior Managers who were asked to participate were either proven leaders in diversity efforts, they managed a large group of employees or they had a particular expertise that could contribute to the development of inclusion and diversity efforts. The working group was comprised of the Town's Director of Human Resources, the School's Director of Human Resources, the Police Chief, the Commissioner of Public Works, the Town's Human Services Coordinator, the Directors of Recreation and Human Relations-Youth Resources Department. The working group has provided invaluable insight as to the way in which their employees learn, communicate, interact and perform their regular functions. The Human Resources Office will be most effective in developing new recruitment, employee development and succession planning with the working group's leadership guidance and buy-in. The secondary effect of the working group is that their participation will help these Town leaders to better understand and to communicate the Town's underlying focus on diversity and inclusion, both internally to their employees and externally to the citizens of Brookline.

In 2011, the working group discussed overall objectives of increasing recruitment efforts to reach diverse populations, as well as education and training of the workforce to better understand inclusion and diversity issues; employee development and mentoring were also discussed. However, before prioritizing these ambitious objectives the group encouraged the Human Resources Office to gather survey data on current race and gender diversity in 2011, including questions regarding leadership commitment to inclusion and diversity efforts.

Supported by the working group, the Human Resources Director used the Commonwealth Compact survey¹ which provided a good template that went well beyond the barebones, snapshot reporting of employee racial make-up as mandated by the federal EEO-4 and EEO-5 forms. The collection of data under the Compact survey is intended to be probative and reflective, as well as evaluative; therefore could readily be used as a springboard to help prioritize our inclusion and diversity initiatives. An intern who was a candidate for a Masters in Human Resources at Suffolk University conducted the survey, meeting with and interviewing all Department Heads regarding their current practices, knowledge and understanding of inclusion and diversity efforts within their department. The preliminary findings of the study, which follow, were reported to the Working Group in December 2011 and the Final Report will be made to the Board of Selectmen in early 2012.

The Human Resources Office also moved forward with Supervisor Training building off the 2010 discrimination training of 175 department heads and senior supervisors. During the summer of 2011, the Human Resources Office provided a 12-hour training program entitled, Navigating Workplace Conflict: Developing Communication Skills. The primary objective of the training was to craft a consistent, Town-wide response to conflict. The goal of pairing conflict resolution and anti-discrimination training is to ensure that disputes, actions or conduct that could escalate to unlawful acts will be identified early and promptly corrected.

This professional development also leads directly to further development of succession planning as the Town, like the majority of the workforces in the country face an aging workforce. As we look five to ten years down the road we are facing the retirement of a number of key personnel. It is important to plan for those vacancies now. Our underlying focus employee development and inclusion and diversity efforts will ensure Brookline will attract and maintain a vibrant workforce, harnessing the skills, aptitudes, experience of a broad range of applicants. These policy reviews and professional development will continue to be the focus of the Human Resources Office during the upcoming years.

During 2011, the Human Resources office negotiated with the PEC regarding the renewal of an Health Reimbursement Account (HRA) which reimburses employees for certain higher co-pays ranging from \$100 to \$250 dollars. The HRA also serves as an important tool to help subscribers become better consumers of health care services. Although a highly effective transition tool, the HRA expired June 30, 2011 and its renewal was not finalized by the end of 2011.

Regarding personnel efficiencies and efforts to control personnel costs, the Human Resources Office continues to work closely with Departments to address their staffing needs in hiring, and assisting in the reclassification of key positions or the re-organization of job duties to better accomplish Department objectives without expanding staffing needs, and working with Departments in their efforts to control sick and injured leave issues.

A critical component of controlling personnel costs is our partnership with New England Baptist's Occupational Health Department. By continuing to focus on case management and ensuring that our employees receive a high level of care and treatment, we ensure employees get better more quickly and are able return to work sooner. This proactive approach also includes actively challenging claims that we find have no merit. This approach has have effectively kept workers compensation and injury claims relatively flat, despite greatly increased medical costs, for five consecutive fiscal years.

¹ The Town of Brookline joined the Commonwealth Compact in 2010, a collaboration of Higher Education and Business who pledge to address diversity in the metropolitan Boston workforce by recruiting, retaining and promoting people of color and women and encouraging Compact members to to reflect, and connect with, the diversity of the communities and customers we serve.

Human Resources Board

The Human Resources Board, under the leadership of Chairman Ken Kurnos, has continued to support the Human Resources Department in its efforts to develop and administer fair and equitable policies for the Town. Its dedication to this goal was evident in 2011 with its regular monthly meetings which dealt with a wide span of issues, and it did so judiciously and promptly. The Board continues to be a valuable asset to the Board of Selectmen as well as the Human Resources office allowing that Office to meet its mandate of providing a system of Human Resources administration that is uniform, fair, and efficient and represents the mutual interest of the Town and employees of the Town.



L-R Ed DeAngelo, Beth Venti, Gerald Raphael and Ken Kurnos

During 2011, the Human Resources Board heard and ruled on a number of reclassifications of positions brought by the Human Resources Office with the Department Heads. Sanctioning the reworking of certain antiquated civil service titles, such as Parks Garage Clerk or Senior Clerk Typists is an important step in moving from the Civil Services constraints; constraints first identified by this Board. The Town was previously constrained from changing the civil service titles as they were mandated by the civil service law. These outdated titles hampered efforts to obtain a highly qualified applicant pool as the old titles did not reflect the current duties of the clerical positions, particularly as regards the technological changes over the last few decades.

The HR Board also heard grievance regarding workplace disputes that arose during 2011. The Board reviewed each grievance on its own merits, either rendering a decision or recommending that the parties work more diligently to resolve the matter or to come to some settlement. The careful consideration of the grievances that came before the Board had a great effect in maintaining harmonious labor relations between the Town's management and its unionized employees, which can be strained during difficult budget times as was seen leading into our adoption of and transition into the GIC health insurance plans. The Board has prodded the Human Resources Office to examine its policies, to simplify and integrate them whenever possible. The year of 2012 will likely see a number of revised policies come before this Board for authorization.

PUBLIC SAFETY

POLICE DEPARTMENT

Daniel O'Leary, Chief

Throughout 2011, the Police Department continued to provide an exceptional level of service to the citizens of Brookline. By taking on new challenges throughout each division in the Department, we continued to provide the highest caliber of police service. In the last year, we have provided advanced levels of training for all officers, utilized the newest technologies to prevent, solve and communicate about crime, and as always we continue to focus on our main mission - to prevent and reduce crime and improve the quality of life in our Town. In fact, total crime in Brookline in 2011 has not only declined by 9% from 2010 but it is at the lowest in recent history. In 2011, crime was down 58% from where it was in 1994.

In 2011, the Police Department recruited and trained two new police officers who attended the Boston Police Academy and joined the force in October. These two officers are currently assigned to the Patrol Division where they will be assigned throughout their one year probationary period.



Departmental Promotions



New Recruits

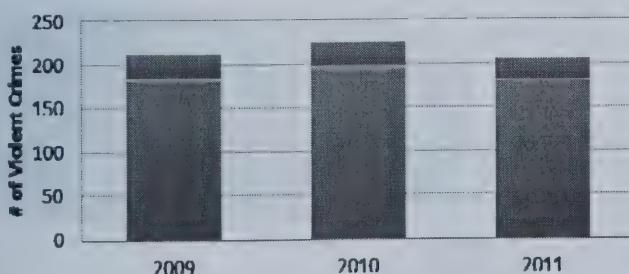
The Department also had two promotions within its ranks. Sergeant Derek Hayes was promoted to Lieutenant and Detective Jennifer Paster was promoted to Sergeant.

Crime Overview/Calls for Service

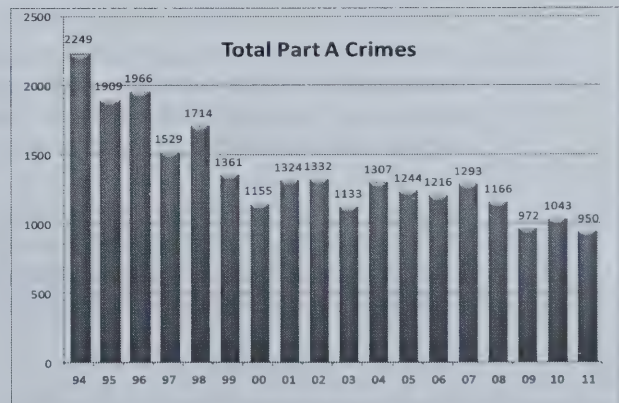
The following is a summary of Part A Crimes in Brookline during 2011. Part A crimes include: murder, rape, robbery, assault and battery, burglary, larceny and motor vehicle theft. In 2011, there were a total of 950 Part A crimes in Brookline, down 9% from the 1,043 Part A crimes during 2010. Crime in 2011 was down or the same in all but one category compared to 2010.

There were significant reductions in Rape -80%, Robbery -11%, Assault & Battery -6%, Larceny -12% and Motor Vehicle Thefts -32%. The only increase in 2011 was in Burglaries +8%.

Violent Crime Year to Year Comparisons



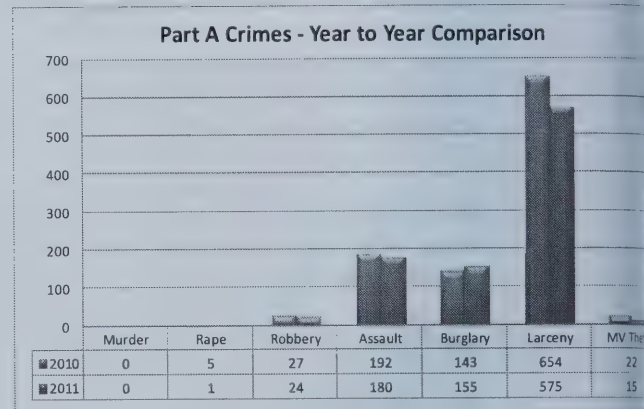
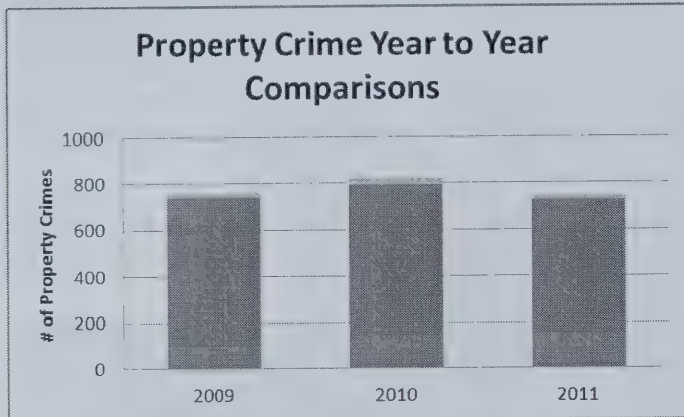
Total Part A Crimes



For 2011, violent crimes (murder, rape, robbery and assault) are down 8% with 205 this year versus 224 in 2011.

Property crimes (burglary, larceny and motor vehicle theft) are down 9% with 745 this year versus 819 in 2010.

The following graph shows the year-to-year comparisons for each crime category for 2010 and 2011.



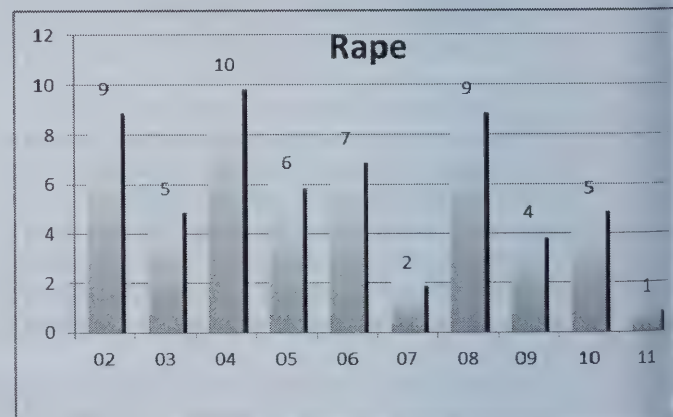
The following is a Breakdown of each Part A crime for 2011:

Murder

There were no murders in 2011, or in all of 2010, 2009 or 2008. There were 2 homicide attempts in 2011 which both resulted in arrests. Both of these attempts were domestic violence situations.

Rape – Down 80%

During 2011, there was one rape reported which is down 80% from the 5 rapes reported in 2010. Rape was the lowest in 2011 than we have seen in many years. This year's case involved a victim and her ex-husband with whom she had a violent history. He was arrested.

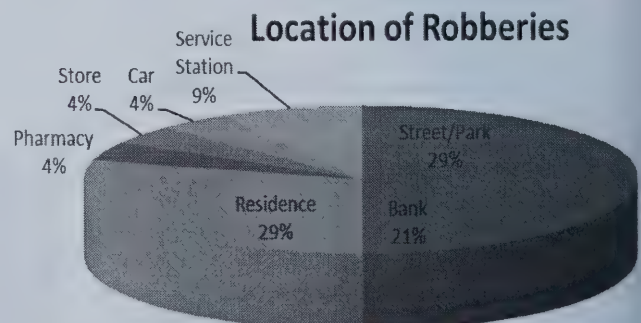


ROBBERY – DOWN 11%

There were 24 robberies in 2011, which is down 11% from the 27 robberies in 2010. Of these 24 robberies, 18 resulted in an arrest or court action and 6 remain active.

In addition to the 24 robberies, there were 8 attempted robberies where a threat or assault was made but no theft. Of the eight attempts, five remain active and three resulted in an arrest.

Of the total 24 robberies, 8 involved a firearm, 4 involved a knife, 2 involved another type of weapon and 10 were unarmed/strong-arm robberies.



These robberies occurred on the street/park 7, residences 7, bank 5, stores 1, service station 2, pharmacy 1 and car 1.

ASSAULT & BATTERY – DOWN 6%

There were a total of 180 assault and batteries reported in 2011, compared to 192 reported in 2010. Of these 180 assaults, 84 (47%) were domestic violence situations. This number is up from the 71 domestic violence assaults reported in 2010.

Of all the assault cases, 107 (59%) resulted in arrests, 52 (29%) resulted in court action, 12 (7%) remain active, 6 (3%) were cleared by exception and 3 (2%) are in-active or service was completed.

There were an additional 18 sex crimes reported in 2010. These cases include: 12 indecent assault and batteries, 3 open and gross incidents, 2 sexual assaults and 1 indecent exposure. Six of these cases were cleared by arrest, three by court action, two are in-active, one is completed service and six remain active, under investigation. It should be noted that 11 of these 18 sex crimes (61%) occurred at 300 South Street, a mental health and chemical dependency hospital.

BURGLARIES – UP 8%

There were a total of 155 burglaries in 2011, as well as 27 attempts. This is up 8% from the 143 burglaries in 2010. Of the total 155 burglaries, 126 (81%) were of residential properties and 29 (19%) were of nonresidential buildings, including offices and commercial establishments.

Of the total 155 burglaries, 123 (80%) cases remain active, 11 (7%) resulted in an arrest, 2 (1%) result in court action and 19 (12%) were cleared exceptionally. Laptops, cash and jewelry are the most targeted item during a burglary.

LARCENY – DOWN 12%

There were a total of 575 larcenies in 2011, down 12% from the 654 larcenies in 2010.

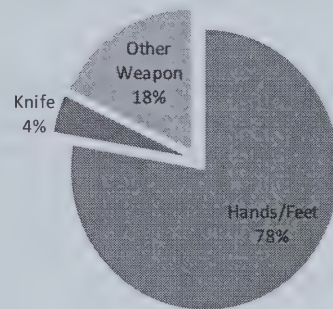
Of the total larcenies, 422 cases remain active, 72 resulted in arrests, 55 were cleared by court action, 19 were cleared exceptionally, 1 was cleared by referral and 6 were completed service.

Of the total 575 larcenies, 143 (25%) were car breaks. GPS units were targeted in 42 of the 143 car breaks (29%). In addition, there were 23 attempted car breaks during the year. There were also 70 bicycles stolen in 2011. There were 21 thefts of packages/mail as well in 2011, roughly half of these occurred during the holiday season. In 2011, we also saw an increase in copper thefts and other thefts from construction/worksites (generators, compressor, large tools, etc.).

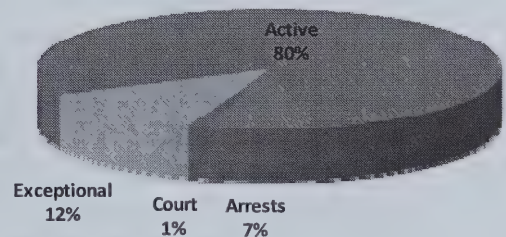
MOTOR VEHICLE THEFT –DOWN 32%

There were 15 motor vehicles reported stolen in 2011, which is down 32% from the 22 motor vehicles reported stolen in 2010. Three of the 15 stolen vehicles were scooters or motorcycles. Two were BMWs stolen off a dealer's lot. Ten cases remain active, 1 was cleared by court action, 2 resulted in an arrest, 1

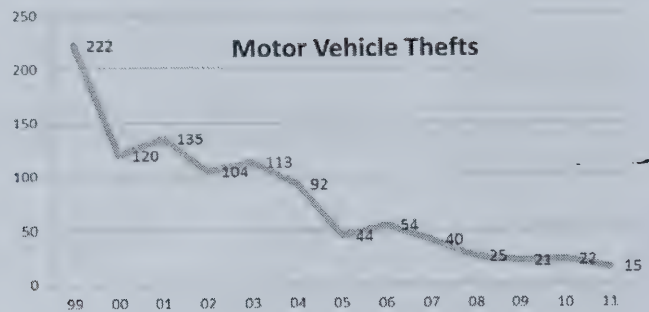
Assault and Batteries by Weapon Used



2011 Burglaries - Case Status



is in-active and 1 was cleared exceptionally.



There were also three attempted thefts and 3 motor vehicles that were initially reported stolen which were determined to be unfounded/baseless reports because the motor vehicle was towed, lost, etc. Motor vehicle thefts are down 93% from where they were in 1999.

POLICE ACTIVITY

ARRESTS — During 2011, there were 991 arrests, up 40% from the 709 arrests in 2010. 24 of the arrestees were juveniles. There were also 48 people taken into protective custody and 7 sex offenders registered.

FIELD INTERVIEWS — During 2011, there were 2,485 field interviews conducted, down 5% from the 2,606 field interviews in 2010.

MOVING VIOLATIONS — During 2011, there were 26,012 moving violations issued, up 17% from the 22,217 that were issued in 2010. During the year, there were 2 non-inventory motor vehicle search conducted, representing .008% of the total stops where moving violations were issued.

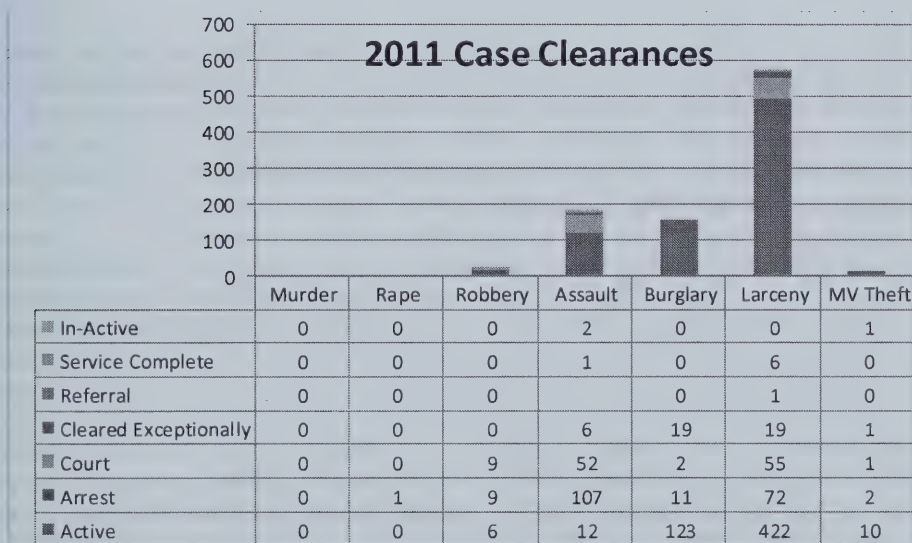
PARKING TICKETS — In 2011, there were 128,946 parking violations issued for a total of \$4 million in fines and penalties. This number is down 5% from the 136,388 parking violations issued during 2010 (and \$4.36 million in fines and penalties).

CALLS FOR SERVICE — In 2011, there were 92,172 police calls entered into the CAD system. This number includes activities such as service calls, self-initiated police action, traffic enforcement and posts, prisoner processes, services of papers/warrants, report writing, town building checks and community policing activities and excludes activities such as out of services and reporting in/off duty. For 2011, calls for service are up 14% from the 72,247 calls in 2010 and up 67% from the 55,122 calls in 2009.

USE OF FORCE — During 2011, there were 40 use of force incidents against humans and none against animals. Use of force incidents are up (110%) from the 19 reported in 2010. For this period, the type of force used included (multiple types of force being applied in some cases): Firearm (non-discharge) – 8, OC (pepper) Spray – 7, Physical (hands/grab/wrestle) – 33 and baton (display) – 2. 37 of the 40 incidents involved an arrest. Two involved emotionally disturbed persons and one was an intoxicated person. The Department defines use of force as any force beyond compliant handcuffing. This includes numerous situations where a show of force is made by officers but no physical force or contact is applied. Additionally, this includes uses of force in non-criminal situations, such as assisting emotionally disturbed persons to safety. Reporting use of force incidents is required of officers and incident reports cannot be approved without an officer filling in a mandatory field in the report writing system which indicates if force was used.

MOTOR VEHICLE PURSUITS - In 2011, there were nine motor vehicle pursuits, three more than those reported in 2010. These incidents involved: 1) Motor vehicle violations after an attempt to stop a suspect in a shoplifting investigation, 2) a brief pursuit of a stolen Vespa scooter, 3) pursuit of a fleeing suspect attempting to avoid arrest, 4 & 5) attempts to stop a motor vehicle for traffic violations, 6) attempt to stop a suspect with multiple warrants, 7) low speed failure to stop, 8) pursuit of a stolen motor vehicle, and 9) pursuit of a suspect driving fast and erratically, (suspect was not duly licensed and drove off the road into a fence). Of the nine pursuits, seven resulted in an arrest on-scene, one resulted in an arrest subsequent to a follow-up investigation and in one case the suspect remains unidentified. Follow up investigations were conducted through the joint cooperative efforts of the patrol and detective divisions. In all nine incidents, the officers and supervisors complied with the guidelines, policies and procedures set forth by the Department with concern to motor vehicle pursuits.

CLEARANCES — Of the 950 Part A crimes reported in 2011, there were 202 cases cleared by arrest, 119 cleared by court action, 45 cleared exceptionally, 1 cleared by referral, 7 closed by completed service and 3 closed as in-active, resulting in a 40% clearance for 2011 cases. Specifically, 100% of rapes were cleared as a result of arrest. 75% of robberies, 93% of assaults, 21% of burglaries, 27% of larcenies and 33% of motor vehicle thefts were all cleared by arrest, court action, cleared exceptionally, cleared by referral, service complete and in-active. **Please note that many of the active cases are still under investigation and may be cleared/closed as a result. Additionally, many 2010 (and prior year) cases were cleared/closed during 2011 as a result of on-going investigations.



ADMINISTRATION

In 2011, the Police Department hired two new patrol officers and two dispatchers to replace vacancies created through attrition. This Department also expanded its use of social media and reaching out to community members. We also increased collections from overdue parking fines by contracting with an outside private company to collect outstanding tickets accumulated over the past several years. Furthermore, the Department continued to focus training efforts to increase awareness and knowledge of the value of collecting more evidence to test for suspect DNA which will result in more crimes being prosecuted or otherwise cleared. The Police Department continues to work towards accreditation and in

2011 received "Police Department Certification" status which is based on a review of the Department's policies and procedures.

In May, the Police Department participated in Urban Shield, a full-scale exercise conducted by the Metro-Boston Homeland Security Region. After many months of planning, this drill took place over 24 hours at sites throughout the region. In Brookline, Pine Manor College was utilized as a site of a shooting. This specific training area was for neutralizing a subject and conducting tactical medical extractions with EMTs. The BPD also operated the Town's Emergency Operations Center during the event which served as the operations center for all SWAT units involved in the exercise. The goal of this exercise was to assess the region's ability to successfully respond to and manage multiple terrorist events and other emergencies occurring simultaneously throughout the Boston area. Involved personnel included regional emergency managers, law enforcement, emergency medical services (EMS), fire, local military, as well as related government and corporate partner personnel. Urban Shield provided our officers with a multi-layered training exercise that enhanced their skills and abilities.

PATROL DIVISION

Throughout 2011, the Patrol Division fully utilized the department's computerized tracking system (STARS) in order to direct officers to problem areas. Officers recorded their work in this system allowing for timely review by Supervisors. The Division also continued to use patrol officers in non-conventional ways to address neighborhood problems, such as expanding the newly formed Patrol Bicycle Unit (PBU). This included using the PBU for the Loud Party assignment to assist in foot traffic/noise complaints. The Division also involved the PBU in a new Bike Enforcement Program that initiated an area-wide enforcement approach that included working directly with Boston Police, Boston University Police and Cambridge Police.

The Patrol Division formalized a new Patrol Warrant Unit and implemented it in an efficient and proactive manner. This included using patrol officers to research active warrants, locating current addresses on wanted persons and making warrant clearances/arrests. The Division continued to expand the use of foot patrols in specific locales and times needed. This included adding a Coolidge Corner Officer at night and also continued the use of the STARS system for assignments such as directing route officers to walk housing developments and other locations of interest.

The Patrol Division also worked on updating the current Patrol Unit assignments and tasks to meet current needs. This involved sector changes, modified unit assignments and task changes. The Division has implemented Anti-Crime Units who work in unmarked cruisers and are geared to street level crime enforcement.

PATROL BIKE UNIT

Beginning in June 2011, the Patrol Division began keeping data on the deployment of the Bike Patrol Unit. Since June, the PBU was deployed a total of 311 times for a total of 2,101 work hours. To break these numbers down further, they were deployed in a uniformed capacity 297 times accounting for 2,066 work hours and 14 additional times in an undercover capacity.

The Patrol Bike Unit has been involved in several unit specific assignments of note. The PBU participated in several joint safety awareness programs with the Boston University Police and the Boston Police bike units. During the Boston Marathon, two PBU officers were assigned to work with BUPD to assist with crowd control in the lower Beacon St area where issues arose in the past with rowdy students. In May, the PBU participated in the Brookline Bikes Brookline bike parade which began at Amory Park, traveled the length of Beacon St. ending back at Amory Park. In September and October, the PBU was deployed on Friday and Saturday nights to assist on issues pertaining to noise complaints on the north side of Brookline. During this deployment, they were specifically assigned to the area of Egmont St, Pleasant St and Thatcher St. The high visibility of PBU officers served as a deterrent to rowdy behavior.

The Brookline Police Department believes that the education and enforcement of traffic laws for both

bicyclists and motorists is critical to improving bicycle safety and enjoyment. In order to provide a safe environment for bicyclists in the town of Brookline, the BPD implemented a Bicycle Enforcement Program in late June. The Bicycle Enforcement Program provides education coupled with well-targeted enforcement of traffic laws specific to bicycle safety. Areas of enforcement are determined in part by the motor vehicle crash data that the Crime Analysis Unit provides on a regular basis.

The Patrol Division, in addition to the Patrol Bike Unit, has made a concerted effort to enforce bike laws. During the first month that the Bicycle Enforcement Program was initiated, approximately 1,200 bike violations were issued to cyclists, most of which were verbal warnings accompanied by an educational handout. These violations were a result of over 100 hours of directed work. During the nearly 6 months this program was implemented, we transitioned to the issuing of tickets while continuing to provide verbal advisements. During this 6 month period, there was a total of 366 Town By Law Tickets issued. Again, the Department issued mainly warnings in an attempt to educate the public at this stage of the program. The Division used information from our COMPSTAT system to assist the officers in determining the time and place for many of these enforcement events.

CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division continued to aggressively follow-up investigations in a consistent and uniform manner to ensure the safety of the public and the resolution of cases. Supervisors constantly monitored this aspect of investigations and utilized intelligence and information in order to link crimes or criminals to similarly committed offenses. Through the use of intelligence-led policing activities, the assignment of detectives and patrol officers during crime sprees was accomplished in a coordinated and methodical manner in order to detect, interrupt and deter criminal activity in identified areas at the times crime was occurring.

The detectives assigned to this Division processed all crime scenes and thoroughly interviewed all suspects and witnesses to obtain the most thorough information available concerning the circumstances surrounding criminal activity.

The Detectives also utilized new technology in cyber crimes. The technology available on devices, such as computers, PDA's GPS systems and cellular telephones, in particular, the very popular I-Phones, have software installed that is easily tracked by GPS. The records are kept by the carriers, as well as GPS securities purchased by consumers has proved invaluable in solving crimes of larceny as well as evidence collection in crimes like domestic violence, stalking and threats. Detectives are able to obtain this information through exigency requests for example in the case of a missing juvenile detectives can petition the cell phone carriers to provide GPS and or cell cite tower pings on an emergency basis which gives immediate real time data of a location of the device and has proven successful in many cases where a child ran away and was safely returned. Also the GPS systems in these devices are easily obtained through search warrants and can pin point exact locations of suspects who are in possession of stolen items, this technology has been used in several cases resulting in arrests. The detectives also use social media sites such as twitter and Facebook to track suspects in crimes who often use these sites to display their criminal activities.

The Division maintained associations with other police agencies, enhancing knowledge through new training opportunities and used new technological methods of investigations to identify and interrupt emerging drug trends and violent offenders. These associations with other agencies allowed joint investigations which successfully solved armed robbery and house break-ins that had plagued our Town during the past year. This was done by developing partnerships, exchanging information and forming task forces to bring an end to multiple crime sprees and the arrest of the perpetrators.

Detectives assigned to the Domestic Violence Unit worked collaboratively with groups such as the Domestic Violence Roundtable, the Jennifer A. Lynch Committee Against Domestic Violence, and teenage dating violence school programs, successfully keeping domestic violence awareness in the forefront throughout the Town. These Detectives used both social service and investigatory methods to protect domestic violence victims, such as victim follow-ups, offering assistance in getting additional

resources and safety planning through collaboration with the Brookline Mental Health Center and REACH Program. Identifying high risk indicators and mandatory arrest at physical domestic violence crimes have all worked towards the protection of the victims.

Officers who investigate domestic crime scenes are required to add a high risk assessment as part of their domestic violence investigations. These risk indicators have been extremely helpful to the court personnel, our Domestic Violence Unit and victims in a variety of cases. The court personnel can immediately assess the level of danger and determine bail amount, conduct dangerousness hearings, and work to provide greater safety for the victim. In addition, the high risk indicators assist the domestic violence unit in tracking repeat offenders through common indicators as alcohol, drugs and stalking.

The Juvenile Unit continues to work with the schools in an effort to teach juveniles about the law and responsibilities under it. The High School Diversionary program for juvenile offenders (alcohol issues) is used to educate the offenders and give counseling if needed. The bullying program continues in the middle school grades, as well as the high school. The juvenile officer meets with parent groups to discuss issues relative to trends we see in the schools. The weekly Juvenile Roundtable continues to be a most productive meeting for the juvenile unit to maintain a constant connection with the school staff, Brookline Mental Health and court personnel.

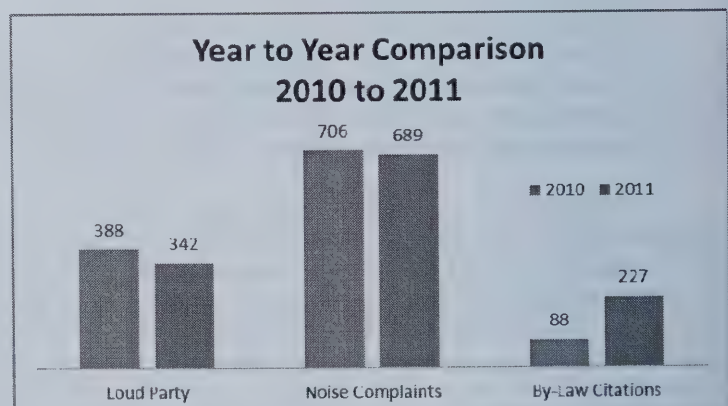
COMMUNITY SERVICE DIVISION

The Community Service Division serves as the Police Department's Training Division. This year, during school vacations, officers were trained at Devotion School, Baker School and Brookline High School in various scenarios, such as active shooters. Being able to use school buildings in the Town where an incident could occur gave the officers the opportunity to navigate the buildings as they would have to in a real situation. This training also included the use of BeSafe, a computer program that includes mapping technology of all of the public buildings in the Town giving the officers responding to a call the layout of the building so they know exactly where the threat is within any given building. During the year, the Department was also trained in recognizing and preventing biased-based policing.

In 2011, the Community Service Division began to utilize a variety of social media outlets, such as Twitter, Facebook, the BPD Blog, neighborhood e-mail alerts and media releases to keep the public informed on police-related matters.

The Community Service Division also works to address the issue of loud parties and noise complaints. In 2011, the officers assigned to this Division attended neighborhood meetings with landlords, property managers, tenants and residents in areas of Town that experienced an inordinate amount of loud parties and nuisance complaints.

The Community Service Division tracks and analyzes nuisance calls to ensure the Department is focusing its efforts in maintaining peace in the areas of Town most affected and that the Department is enforcing the town-by laws. In 2011, there were 1,031 nuisance-related service calls (loud party/noise complaints). With the passage of the Nuisance-By law in October 2010, there was a significant increase in enforcement efforts. In 2011, we saw a 158% increase in the amount of citations issued. There were 88 by-law citations issued in 2010 and 227 issued in 2011.



In 2011, the Community Service Division continued to serve the female population of the Town and the High School in offering self-defense training, R.A.D. (Rape Aggression Defense) The Division held several classes throughout the year and the feedback from participants is overwhelmingly positive. The Community Service Division also continued its Child Seat Safety Program where officers certified as child passenger technician can inspect and install car seats. This program ensures that our youngest and most vulnerable passengers are safe on our roadways.

TRAFFIC DIVISION

In 2011, the Traffic Division developed a department-wide traffic management system which enables the Department to continue to improve its effectiveness in this area by tying together the various resources of our extensive traffic management system.

The Division's bike safety initiative was implemented and bike compliance has increased due to the tireless efforts of the police officers assigned to conduct enforcement of bicycle law violators in high traffic areas.

The Traffic Division increased the use of data driven enforcement decisions to maintain traffic safety in problem areas throughout Town. With the extensive work done on Brookline roads over the past several years, volume, speed, and percentile data is more widely available which helps with deployment decisions.

Voluntary compliance with parking rules and regulations are up and parking violations are down. The Division has seen a significant increase in appeals as motorists adapt to the new multi-space meter technology. The Traffic Division is responsible for fielding and managing traffic complaints from the community and working with the Transportation Division to improve the safety of conditions on our roadways. The Division's officers are responsible for conducting enforcement of traffic laws, responding to traffic complaints and investigating traffic crashes. In 2011, two additional officers were added to the Division who received training in accident investigation and black box retrieval and analysis.

During 2011, there were 26,012 moving violations issued, up 17% from 2010. The Traffic Division is responsible for processing these moving violations, including entering them into a computer program which allows the Division to analyze traffic stop data and officer activity. Additionally, the Traffic Division is responsible for processing the 128,946 parking violations that were issued throughout the year. These tickets totaled \$4 million in fines and penalties.

PUBLIC SAFETY DISPATCH

The Public Safety Dispatch Center is responsible for management of police, fire and EMS response throughout the Town. In 2011, they were responsible for fielding more than 90K calls for service, in addition to tracking the location and response of officers. The Division provides critical data to emergency workers on the street and maintains detailed records in the Department's Computer Aided Dispatch (CAD) system.

In 2011, the Public Safety Dispatch Division received a grant in the amount of \$130,471 under the State's E911 program that allowed completion of the renovations in the Dispatch Center, as well as, offset personnel costs associated with Public Safety Dispatch.

In November, two Brookline public safety dispatchers, as well as two of our police detectives, received the 2011 Award for Excellence in Police Service from the Greater Boston Police Council. This award has since been renamed the David Connolly Award for Excellence in Police Service, named after Brookline's Dispatch Supervisor who passed away suddenly in October 2011.

This Division also received a second grant in the amount of \$22,196 for training of dispatchers. This grant provided many training opportunities to better educate the Dispatch staff. This grant also funded the academy training and personnel costs associated with the training of two new dispatchers.

EMERGENCY MANAGEMENT

In 2011, the Emergency Management Team (EMT) continued its work to prepare for, respond to and recover from emergencies that affect our community and the greater Boston region. The EMT, chaired by the Chief of Police and consisting of Department heads from across the Town, meets regularly to discuss emergency planning, draft policies and establish procedures, identify training and equipment needs and collaborate to ensure that the Town is prepared to respond to emergencies.

The EMT continued to recruit and train community volunteers under our Citizen Emergency Response Team (CERT) program. In 2011, the program successfully trained a new class bringing the number of volunteers in the Town to over 125. This year, the CERT program received grant funds to hold the trainings and purchase supplies.

The BPD also conducted evacuation and lock down drills for all of the Town's educational facilities. The Department also completed the Town of Brookline's comprehensive emergency management plan for emergency preparedness, which was approved by the State.

ANIMAL CONTROL

In 2011, the Animal Control Officer (ACO) continued to establish Animal Control presence in all the parks in Town. The ACO consistently enforced Brookline Town By-Laws and Massachusetts State Laws to any offenders located throughout the Town. The ACO worked to increase public awareness of the Town's leash and "pooper scooper" laws and also worked with the Town's licensing Department in order to increase compliance among the dog community. The ACO also continued to work with the Parks and Open Spaces Department in an effort to ensure that all persons taking part in the Green Dog Program are compliant. The ACO investigated and addressed all on-going animal complaints/bites reported to the police and began the use of a wireless handheld device to issue Town By-Law citations, making this system more efficient, reducing the number of appeals and assisting in identifying repeat offenders.

In 2011, the Animal Control Officer worked with the Health Department and residents to identify and address the coyote population in Town. In 2011, there were 103 calls to the Brookline Dispatch Center for animal complaints involving coyotes. The majority of calls are from residents reporting a coyote sighting on their property or in the street. No reports involved coyotes being aggressive towards a person however there is growing public concern for small children and pets so the ACO has prioritized this issue and will continue to work with the community and Health Department to find a resolution.

CONCLUSION

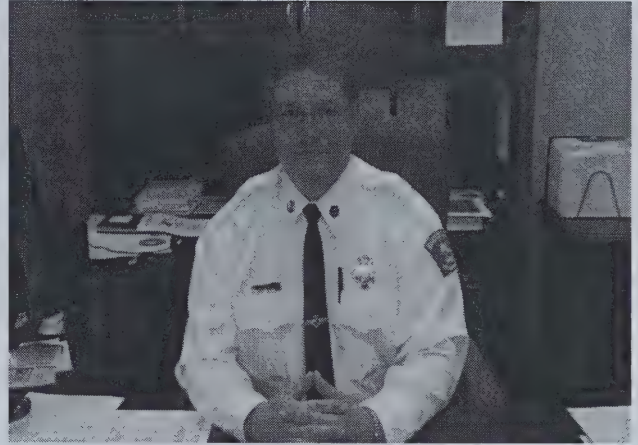
As we move forward in 2012, the Brookline Police Department will continue to serve the Town of Brookline with commitment, fairness and integrity. As always, we will remain committed to building better relationships with our residents, business community and all who visit the Town. By utilizing all of the programs described above, we will continue to reduce and prevent crime while maintaining and improving the quality of life throughout the Town. Finally, the Brookline Police Department will remain diligent in our efforts to keep Brookline and it's residents safe in this ever-changing world.

FIRE DEPARTMENT

Paul D. Ford, Fire Chief

Administrative Division

The Mission Statement of the Brookline Fire Department reads, in part, that Brookline's firefighters will work to "protect life and property and lessen adverse effects on the environment." The Fire Department is proud of its work in 2011, having met that goal. Fire Suppression, Prevention, Emergency Medical Services, Rescue, and Hazmat mitigation continue to be the priorities of the Department. The efforts in these areas could not have been successful if not for the dedication and professionalism of the Fire Department's officers and firefighters. Strong support from Town government continues to play a significant role in the Department's success and long history of excellence in serving residents and visitors alike.



The Administrative Division consists of a Fire Chief, an Operations Chief, and Executive Secretary, and an Information Technology Systems Analyst.

The Division is responsible for both the day-to-day operation of the Fire Department as well as long range planning and budgeting. The office also conducts frequent business with citizens and business owners, town, state and federal officials, other fire departments as well as other town departments. Additionally, the Division assists various media, insurance, and private entities. The Division is further charged with the development of Standard Operating Guidelines, preparation of the Department's Capital Improvement Plan, and it also ensures compliance with departmental policies, orders, rules, and procedures.

The Fire Department lost several firefighters due to retirement during 2011. Fire Chief Peter Skerry retired in April with over 29 years of service and Chief of Operations Michael O'Reilly retired in November with 31 years of service. The leadership and experience they took with them is difficult to replace. Three other firefighters retired with a combined experience of 84 years in the Brookline Fire Department.

The Department also saw several promotions in 2011. Robert Ward was promoted to Chief of Operations and is a critical part of the Fire Department administration and leadership. Michael Sullivan was promoted to Deputy Fire Chief, assigned to the Training Division. Kyle McEachern was promoted to Fire Captain and was also assigned to the Training Division. Todd Cantor, promoted to Fire Lieutenant, has been assigned to the Fire Prevention Bureau. This Department is confident that those members are more than qualified to take over the reins of their predecessors.

After an extensive search process, the Brookline Fire Department acquired a new Fire Chief in November of 2011. Paul D. Ford is a 28 year veteran of the Fire Service and was the sitting Fire Chief in Fall River, MA, when he accepted the position in Brookline. He brings with him the experiences received in a moderately sized city with some of the most severe fire potential in the Commonwealth. Additionally, he has an extensive Fire Service training background, acquired through 22 years as an adjunct instructor with the Massachusetts Firefighting Academy.

Fire Suppression Division

The Brookline Fire Department Suppression Division is divided into four groups whose responsibilities include the protection of the lives and property of the people of Brookline from fires, natural and manmade disasters, and hazardous materials incidents, as well as saving lives by providing Emergency Medical Services, preventing fires, and enforcing State Fire Laws and Codes. Suppression is the largest Division of the Fire Department and is staffed by 4 Deputy Chiefs, 7 Captains, 21 Lieutenants and 115 Firefighters. They respond from five fire stations geographically distributed throughout the town.



2/14/2011 – 3rd Alarm, Wellington Terrace

The BFD responds to a variety of incidents from medical and household emergencies to major accidents and structure fires. In 2011 we saw structure fires in townhouses, multifamily homes and high-rise buildings, as well as single family homes. Fire Department response was exemplary in all instances and shows how multi-dimensional and effective our emergency response system is. This Division responded to 8,910 such calls in 2011, including 890 calls for Carbon Monoxide detector activation. This colorless, odorless gas has proven deadly in many tragic residential situations.

In addition to standard responses, extreme weather conditions usually have adverse effects on any emergency response system. During Tropical Storm Irene, the Fire Department found its resources pushed to the limit during the height of the storm. Fire Department personnel responded to electrical emergencies, extrications of people from cars involving live electrical lines and crushed motor vehicles from fallen trees. Sixty storm related emergencies were responded to by the Fire Department. The response was quick and very effective with the resources on hand.

On Tuesday, March 29, 2011 at 00:44 hours, Brookline Fire Companies Engine 1 and Ladder 2 responded to Box 19, which was struck for a reported building fire at 405 Washington Street. Upon arrival they found smoke showing and were met by neighbors reporting someone trapped inside. Under the direction of Lt. Kyle McEachern (Engine Co. 1) and Lt. Paul Trahan (Ladder Co. 2), members of both fire companies initiated an aggressive interior attack which included forcible entry, hose positioning and search and rescue operations. With members of Ladder Co. 2 searching the bedroom area, members of Engine Co. 1 advanced a line towards the fire in the kitchen area. It was in that area where they found the unconscious occupant and immediately removed her from the fire building. The resident was successfully resuscitated and transported to the hospital for continued emergency care.

For their actions that day, the members of both Fire Companies involved in the above name incident received the Meritorious Group Awards from the Massachusetts Executive Office of Public safety.

Those members were:

Engine Co. #1

Lieutenant Kyle M. McEachern
Firefighter Christine M. Hagerty
Firefighter Patricia A. Cripe
Firefighter Marcus W. Paes

Ladder Co. #2

Lieutenant Paul B. Trahon
Firefighter Philip W. Buckley
Firefighter Frederick C. Johnston
Firefighter Craig C. Campagna
Firefighter Paul D. Dubrow



Accomplishments in 2011

- Maintained acceptable response times
- Completed all In Service Inspections
- Completed all School Fire Drills
- Conducted adequate In Service Training

2012 Objectives

1. To continue to respond to most emergencies in four minutes or less per NFPA Standard 1710.
2. To continue to respond to ALL structure fires with a full first alarm assignment as outlined in NFPA 1710
3. To continue implementing the Student Awareness of Fire Education (SAFE) program in grades one through three throughout town.
4. With the assistance of the HR Department, to continue to monitor sick leave and take action, when appropriate, in order to stay within the Department's budget.
5. To implement a Fire Officer's training program aimed at current and consistent training for all company level Fire Officers.
6. To continue with a new policy of holding bi-annual Chief Officer staff meetings.
7. To continue to expand the use of technology in the Department including the implementation of a new multiple family residential inspection system. This system will allow the department to more accurately capture acquired information and make it available during emergencies.
8. To complete the federally mandated process of converting all mobile and portable radios to narrow banding by December 31, 2012.
9. To update/develop several departmental SOG's.
10. To train and certify five firefighters as Emergency Medical technicians to replace those who have retired.
11. To continue to help develop and advance the goals and objectives of the Town's Emergency Management Team.
12. To retrain all members in the latest methods of CPR and automatic external defibrillation (AED).
13. To have the Department's Training Staff train the entire Department in updated Pump operation procedures.
14. To have the Fire Prevention Division oversee the inspections of all residential buildings, containing six or more units, for fire/safety hazards.
15. To accomplish fire and life safety inspections in all 150 eating establishments within the town.
16. To provide the same or better level of service, within the budget provided, as compared with FY12.

Fire Prevention

The Fire Prevention Division is staffed with one Deputy Chief and Two Lieutenants. Additionally, there is a part-time college intern (15 hours per week).

Fire Prevention responsibilities include:

- Code enforcement and fire investigation (cause and origin)
- Quarterly inspections of all health care facilities, nursing homes and places of public assembly
- Issuing fire permits in compliance with Mass. State Fire Regulations (527 CMR and MGL Chapter 148)
- Plan reviews for all new sprinkler and fire alarm systems
- Scheduling, coordinating and performing 26F and 26F½ smoke detector and carbon monoxide detector inspections
- Performing certificate of occupancy inspections for all new construction and substantial renovation projects.
- Inspection of licensed occupancies (lodging houses, restaurants, hotels, second-hand retail establishments, second-hand auto sales, and open air parking lots)
- Supervising and receiving the 548 residential building inspections done by the fire companies
- Follow-up inspections for problems and code violations encountered by the seven fire companies
- Supervising, coordinating, and the setting up of fire details for all cutting and welding operations, storage and use of propane in temporary structures, and blasting operations
- Receiving telephone inquiries related to code requirements, technical questions, and fire hazards
- Manning the Fire Prevention Office and public window
- Responsible for Public Education through the "SAFE" Program sponsored by the State of Massachusetts

Summary of Fire Prevention Activity of 2011

- 530 – 6 Unit and Up Annual Building Inspections performed by the fire companies. Distributed to the Fire Companies and entered into the Geo system by Fire Prevention
- 776 – 26F Smoke Detector Inspections scheduled, entered into the Geo System, and performed by both the Fire Companies and Fire Inspectors
- 127 Certificate of Occupancy Inspections scheduled, inspected and entered into the Geo system, by Fire Prevention Personnel
- 433 Fire Permits issued and entered into the Geo system by Fire Prevention
- 43 Plan Reviews performed and entered into the Geo system by Fire Prevention
- Total number of inspections entered into the Geo system and performed by Fire Prevention and the Fire Companies for 2011 was 1594 inspections.
- 69 Plan Reviews with permits issued by Fire Prevention
- 203 Fire Details scheduled and supervised by Fire Prevention
- 35 Quarterly Health Care Inspections (required by MGL Ch. 48) performed by Fire Prevention
- 72 General Inspections performed by Fire Prevention
- 49 Lodging House Inspections performed by Fire Prevention
- 20 Retail Package Store Inspections performed by Fire Prevention
- 16 Second-hand Articles License Inspections performed by Fire Prevention
- 12 Second-hand Motor Vehicle License Inspections performed by Fire Prevention
- 2 Inn holders License Inspections performed by Fire Prevention
- 13 Fire Investigations conducted by Fire Prevention in 2011
- Maintained a public Fire Prevention window for issuing Fire Permits, Smoke Detector Certificates, and answering the Fire Prevention telephone lines

SAFE Program 2010

Fire Education (S.A.F.E. Program) consists of a combination of lectures questions, answers, and demonstrations for Kindergarten through second grade for all the public schools in Brookline. Fire

Prevention does the S.A.F.E. Grant applications and end of year reports. The S.A.F.E. Officer will coordinate with the public schools to schedule the S.A.F.E. educators to conduct their presentations.

Training Division

The Training Division was staffed with one Deputy Chief and one Captain. The Division is responsible for initial recruit training, as well as the continuing education and training of the Fire Department.

The Training Division also provided Brookline Fire Department staff with a comprehensive set of instructions that covered both on going recertification, as well as instruction that covered new equipment, updated techniques and basic continuing education in areas of Firefighting and Emergency Medical Services. With over twenty five classes held by the Training Division, every member of the department was offered over 45 hours of instruction. Some of the topics covered included the following fields of study.

- | | |
|---------------------------------------|---|
| 1. Fire Suppression | 11. Hazmat Response |
| 2. Forcible Entry | 12. Operation of the Mass Decon Unit |
| 3. Overhauling | 13. Emergency Lifts and Carries for Injured Fire Fighters |
| 4. Fire Department Communications | 14. Emergency Medical Service Instructions |
| 5. Responding to Elevator Emergencies | 15. Information Technology Training |
| 6. Auto Fires | 16. Use of Fallon Ambulance web site for EMT continuing education and DOT refresher Training. |
| 7. Vehicle Extrication | |
| 8. Arson Awareness | |
| 9. S.C.B.A Training | |
| 10. Ice and Water Rescue | |

We also utilized expertise from the following outside agencies during training exercises.

- | | |
|---|---|
| 1. NSTAR | 7. Boston Mayor's Office of Homeland Security |
| 2. National Grid | 8. Quincy Fire Department Training Division |
| 3. Mass Fire Academy | 9. Fire-o-Matic Company |
| 4. Boston Fire Department Training Division | 10. North East Rescue |
| 5. Fallon Ambulance | 11. MIFDI |
| 6. Town of Brookline Information Technology | 12. ISG CORP. |

Individual, in service company training is also supervised by the Training Division, which helps to reinforce the knowledge and skills of their group members. A yearly list of subject matter was distributed to each station. The Training Division also distributes supporting instructional material, references and resources necessary to aid in service training.

For the calendar year 2012 the Training Division Theme is "Back to Basics / Let's Get Physical." We want to focus more time on training in the basic firefighting tasks such as Self Contained Breathing Apparatus operation (SCBA), pump operations, hose handling, ladder operations, auto extrication and medical emergencies. The Training Division would also like to do more hands-on training in the drill yard.

Maintenance Division

The Apparatus Maintenance Division consists of one Motor Equipment Foreman and one Motor Equipment Repairman. The Division is responsible for the repair and servicing of all Fire Department vehicles. The Division also maintains all of the auxiliary equipment such as small pumps, fans, hydraulically powered extrication equipment, and forcible entry equipment. The equipment repairman is also a certified self-contained breathing apparatus (SCBA) technician and responsible for the maintenance and repair of all SCBA units.

All vehicles have been serviced two times during the year 2011, which can consist of grease, oil, oil filters, tune-ups, as well as brake inspections and any additional maintenance needs. All vehicles have had a Registry of Motor Vehicles State Inspection, as well as a DOT federal inspection. Each department vehicle has been winterized with antifreeze and snow tire chains have been repaired or replaced.

The four Hurst Tools have been serviced and hydraulic pressures set according to factory specifications. All of the portable generators and pumps have been serviced and inspected. The air compressors at both Station #4 and Station #5 have been serviced and tested. Four air samples on both compressors have been taken. Ladder 2, along with reserve ladder 2, have been had their annual testing. Additionally, each fire engine has been tested and certified by Underwriters Lab. All fire hose has received its annual testing. A new K2 Toyota Prius have been ordered for the training Division.

Reserve Engine 5 received a partial overhaul in 2011 and currently Engine 6 (from Hammond St.) is receiving a complete rehab. This rehab includes new pump impellers/shaft bearings and seals, all pump valves rebuilt, and a new Booster tank cradle.

Public Safety Dispatch

In 2010, the 911 Communications Center received two grants from the State 911 Department totaling over \$152,000 to cover approved training, overtime, and equipment expenses. The Communications Center hired and training two new dispatchers who graduated from the State 911 Department Public Safety Communicators Academy in July. A third dispatcher was hired in December and will graduate the academy and begin a probationary period on February 11th. All dispatchers have earned and maintain National Emergency Medical Dispatch certifications by completing the basic training course and earning continuing education credits in subjects directly related to public safety emergency response. The Fire Alarm Division completed the phase-out of Keltron fire alarm signaling equipment and connected and tested the Town's four circuits with the new Vision 21 signaling equipment purchased and installed with money awarded in grants over the past two years. All the dispatchers were trained on the operation and maintenance of the new system. Plans are underway to select a vendor to supply all new ergonomic communications center dispatch furniture with modular dockers, rack-mounted consoles, integrated cable raceways, and dual linear electronic monitor and keyboard lifts. An April installation is planned and the costs of the update will be funded by grant money saved, in part, by controlling overtime expenses.

BUILDING DEPARTMENT

Michael Shepard, Building Commissioner

The Building Department is charged to oversee all construction, alteration, repair and demolition throughout the town. The Department reviews and issues permits for construction, repair, remodeling and demolition and also issues certificates of inspection, compliance and occupancy. The Department staff enforces the State Building Code as well as by-laws and regulations related to zoning, building, plumbing, gasfitting, electrical, fire safety, sprinklers, accessibility, noise, signage, preservation and demolition. The Department performs annual inspection of lodging houses, places of assembly, parking facilities and common victualler locations prior to their license renewal.

The Department is also responsible for the repair and maintenance and capital improvement programs for town and school buildings. The Department is responsible for the daily operation of the Town Hall, the Train Memorial Center and the Public Safety Building.

The Building Department issued 5,775 permits in 2011. There were 19 new single-family residential building permits issued and permits were issued for 24 new affordable units at Olmsted Hill. 1,012 alteration permits were issued along with an enormous number of other permits issued for various other types of building construction.

During 2011, the Building Department staff continued to take advantage of continuing education courses offered by the Board of Building Regulations and Standards. These courses help assure that inspectors are well versed in code changes as well as their timely implementation in Brookline. Looking forward, we are excited about the possibility of an online application for certain permits as well as the ability to pay for permits by credit card. At the 2010 Annual Town Meeting, the new "Stretch" Energy Code was voted. Compliance was optional until January 1, 2011 and all new homes come under this requirement.

The following major projects took place in 2011:

Significant renovations and new construction continue for both the Runkle and Heath schools with occupancy expected in September, 2012. The second phase of the waterproofing project at the Town Hall/Library garages was completed. This work was undertaken during the summer to lessen the impact on nearby properties. The majority of the work resulted in an exciting new amphitheater for the Pierce School.

The following permits and certificates were issued in 2011

Permits Issued:	5,775	Certificates Issued	281
Building	1,825	Board of Appeals Cases	55
Electrical	1,346	Builder's License	44
Plumbing	1,184	Violation Notices	26
Gas Fitting	893	Court Complaints	7
Mechanical	295	Inspections:	
Occupancy	115	Common Victualler	141
Other	97	Lodging House	50
Sprinkler	20		

Public Buildings

The Public Buildings Division of the Building Department is responsible for all repairs, maintenance, rehabilitation and general upkeep of all Town and School buildings. The Division uses its staff for most emergency calls, small to medium size projects and completion of those items left over from larger projects. Generally, large-scale projects and preventative maintenance is performed by outside contractors. Also, specialized services such as burner/boiler maintenance, fire alarm and glazing services are performed by outside contractors. We monitor buildings through energy management systems – 36 in total now. Approximately 2,000 service orders were issued last year to outside contractors. The Department also issued over 3,000 in-house work orders to our staff.

The Building Department continues to work with the School Administration to find and create space for the ever growing school population. New spaces were made at the Baker, High School, Driscoll, Devotion and New Lincoln Schools. Pierce had four new rooms constructed and more spaces are planned. A permanent addition is underway at the Heath School which should be ready by the fall of 2012. The Runkle School renovation continues to be on schedule with an anticipated completion date of August 2012. The Old Lincoln School still serves as the temporary space for the Runkle students and staff. The Old Lincoln School has saved the Town millions of dollars over the years as swing space for renovation projects. Old Lincoln is scheduled for work on the outside playing surface and the two lower garages over the summer.

Brookline has now been officially recognized as a "Green Community. This recognition allows the town access to several hundreds of thousands of dollars in grant monies for energy efficient projects. We continue to work with NSTAR and National Grid by participating in their rebate programs which allow conservation projects to be partially funded by the utilities. The Building Department has received a grant from the DOER for \$140,000. We have also received rebates to date for approximately \$17,000 from the utility companies.

With the Runkle and Heath School renovations underway, the next school to be looked at will be the Devotion School. A study is underway to explore what opportunities are at the site including locating the extended day Programs. Costs are estimated at \$75M. More work and study is needed to begin the planning of this large project.

The Baker School had its Science Room increased in size, plus the renovation of a computer room into a regular classroom for more space.

The Devotion School had new walls/doors installed in the science area to carve out two separate areas. The Extended Day space was divided to allow for a BEEP Program. Many classrooms were recarpeted to provide a safe, clean environment. The Driscoll School had an art classroom divided into two rooms for additional spaces.

The Heath School had many of its classrooms moved around to provide more teaching spaces. While the renovation work is underway, staff have been moved within the building to accommodate the work schedule.

Lynch Recreation Center had new flooring and cabinets installed on the first floor. This building will be looked at more closely in the future for expansion needs. The New Lincoln School had a new classroom created out of an existing extended day space

The Pierce School divided its music room in half, demolished a Spanish room and demolished an upstairs classroom. Another space was carved out of the old home economics space. More studies are being done to find alternate spaces.

The High School had the old greenhouse space turned into the BEEP offices a few years ago. Two more rooms were added upstairs and one BEEP gym was made downstairs. An old storeroom was converted into an Adult Ed classroom.

The Main Library had a water infiltration issue corrected over the summer. Phase Two of a three-phase project started with the garages located at the Town Hall complex. Repairs were done to the Main Library and Town Hall lower garages. Parking was re-assigned to the Pierce School garage for the summer.

Phase Three is expected to begin in the spring of 2012. A new amphitheatre was built outside of the Pierce School to replace the old, dilapidated one.

The exterior of the Soule Recreation Center building was painted. The Golf Course meeting room was updated with new walls, ceilings and flooring.

The Building Department is working with the DPW on a feasibility space study that will look at shops for the Building Department as well as working space for the DPW. This study is well underway.

Building Commission

The Board of Selectmen appoints the five members of the Commission, all of whom are members of the community and/or professionals in the construction industry. The primary responsibilities of the Commission include the implementation of the Capital Improvements Plan (CIP) as it pertains to public buildings. Currently two full time staff people support the work of the Commission along with two temporary full time staff people assigned on site at the Runkle School and Heath School during their renovations and additions.

Each project typically includes a planning or feasibility phase, in which the Commission supports the user group to ascertain program and infrastructure needs. Upon appropriation of funds, the project then moves into the design phase followed by construction. During calendar year 2011, the primary focus of the Commission was the renovations and additions to the Runkle and Heath Schools.

At Runkle, the year began with the contractor continuing to work on demolition, hazardous materials abatement and site work. By the end of the year, the contractor had completed about half of the contract work. This was not without a number of issues including a significant amount of unexpected changes and conditions that posed serious schedule and budget challenges. As a result there were a number of change orders and a time extension of one month for the completion of work. Nevertheless, the project has so far remained within budget and is still planned for opening at the start of the 2012/13 school year. The Commission remains vigilant in their monitoring of this project, as 2012 is expected to pose similar challenges that may yet test those goals.

At Heath, the year began with work on designing and bidding the project. In September a contract was awarded to Nauset Construction and work began in November.

The Pierce Auditorium Renovations design was advanced as the Commission worked with the School Department and interested parents. The plan is to bid that project early in 2012 for construction in the summer. An RFQ was issued for architect/engineering services for building envelope repairs to the Unified Arts Building. A contract was executed with HMFH Architects for the Devotion School Concept Study. Roof repairs were completed at the Old Lincoln School.

The Pierce School Amphitheater/Town Hall Garages Repairs Phase Two was bid in the spring and work completed in the fall. This marks an important part of the garage repairs as well as a programmatic improvement to the Pierce Amphitheater and outdoor play areas.

The design for roofing work at the fire stations was brought to completion and the project will be bid in 2012. A feasibility study for the DPW/Parks and Open Space and Building Department Maintenance Division commenced with completion of the study expected in 2012.

The Civil War Memorial Tablets were preserved and relocated to the Town Hall Lobby and a solemn rededication event was held about the time of the 150th anniversary of the commencement of the Civil War. The tablets are now proudly displayed and safely out of the ravages of time and weather.



In conclusion, year 2011 saw some successes as well as challenges and opportunities going forward. The Building Commission is committed to maintaining high quality in the design, construction and renovation of Town and School buildings.

Board of Examiners

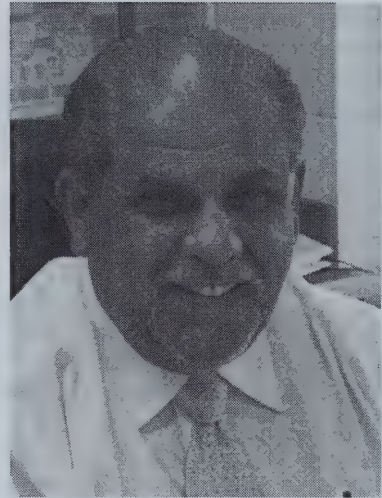
The Board of Examiners was established under the Town of Brookline Building Code. Today this Board is established under the Massachusetts State Building Code. The Board consists of three members (an engineer, an architect, and a licensed contractor) all appointed by the Board of Selectmen. Presently, the Board members are Barnett Berliner, and Fred Lebow. The Board meets when required to hold licensing examinations to ensure that all work in the construction, alteration, removal, or demolition of buildings or structures in the Town is performed by qualified licensed persons. All of the meetings are conducted under the Open Meeting Law which requires notice of such meetings be posted to the public and that accurate records of the Board's proceedings be maintained. During 2011 a total of 50 licenses were renewed.

DEPARTMENT OF PUBLIC WORKS

Andrew M. Pappastergion, Commissioner

The Mission of the Department of Public Works is to provide efficient, effective and economical services to the citizens of the Town at the desired level and in compliance with all applicable federal, state and local laws and regulations. This is accomplished through the efforts of a well-trained workforce and the leadership of a very competent and accountable professional staff.

The Public Works Department is responsible for all endeavors relating to planning, designing, operating, maintaining, and managing public ways, park lands, open space, public grounds, town cemeteries, water distribution systems, sewer collection systems, storm drain systems, and the collection and disposal of solid waste and recycling. The Department also provides engineering support services and motor equipment maintenance services to all town departments.

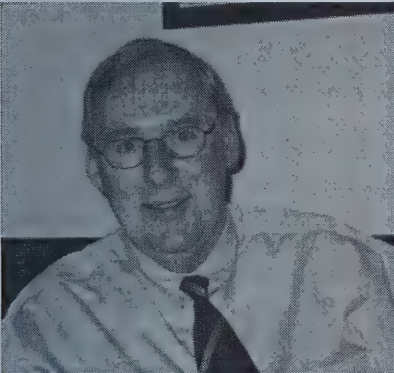


Andrew M. Pappastergion,
Commissioner

Management

The Department of Public Works (DPW) divides its multiple responsibilities for the management, maintenance and operations of the Town's infrastructure among five principle Divisions: Administration, Engineering and Transportation, Highway and Sanitation (including Fleet Service), Parks and Open Space (including Forestry, Conservation and Cemetery) and Water and Sewer.

Overseeing each of these Divisions is the Commissioner of Public Works, Andrew M. Pappastergion. Together with his management team, the Commissioner establishes both long and short-term policy direction, forecasts annual operations and capital budgets, and structures departmental management and staffing.



Excluding Administration, each Division is headed by a Director, charged with staff, budget and management responsibilities that are tailored to the specific public resource under their jurisdiction. Peter Ditto serves as Director of Engineering and Transportation, Erin Gallentine serves as Director of Parks and Open Space and Kevin Johnson serves as Director of Highway & Sanitation. The Board of Selectmen appointed Philip Trainor, Director of the Water and Sewer Division. Philip was formerly the Operations Manager of the Division.

For purposes of departmental scale, DPW employs approximately 168 full-time, permanent individuals and has an annual operating budget in the order of \$13.1M, excluding the Water and Sewer Division, which is operated as an enterprise with an annual budget of approximately \$24.7M. In addition, the DPW Capital Improvement program for fiscal year 2012 was funded at \$6.3M, which includes the Water and Sewer Enterprise.

Middle Management

While each division within Public Works is led by a Director, the mid-level management structure includes Operations Managers, a Fleet Maintenance Supervisor a Tree Warden/Conservation Officer, and a Transportation Administrator, all of which provides support and assistance to the management team.

Recently appointed in the position of Operations Manager of the Water and Sewer Division is Thomas Steele, formerly the Working Foreman of the Division.



Administrative Team

The Administrative staff is led by an Administrative Manager and is critical to the daily functions of the Department of Public Works. Situated in Town Hall and at the Division locations, the Administrative staff provides support to the entire department.

These individuals provide customer service, answers inquiries regarding billing, recycling/compost bins, refuse & recycling pick up, deals directly with public queries regarding work schedules and permit issuance, while maintaining employee payroll and departmental budget/billing records. All invoice payments, requisitions and purchase orders are facilitated by the administrative staff.

Public Guidance and Governance

Brookline citizenry play an integral role in Town management, programming and politics through an appointed structure of official Boards and Commissions. The Department of Public Works operates within this vein of public participation, supporting the roles of specific project advisory or selection committees, targeted task forces, and boards or commissions with certain mandated authorities or controls. The following boards and commissions, whose memberships are appointed by the Board of Selectmen, work on a permanent and prescribed basis with various Public Works Divisions: Park and Recreation Commission; Tree Planting Committee; Conservation Commission; Transportation Board; Solid Waste Advisory Committee; and the Trustees of Cemeteries. In addition, the Moderator's Committee on Waste Disposal has been created to explore the potential for "Pay as you throw" refuse collection systems and other improvements to the Town's solid waste program.

2011 Highlights

American Public Works Association Accreditation Program

The Brookline Department of Public Works completed a very thorough Accreditation process becoming the first Public Works agency in Massachusetts and New England to be accredited by the American Public Works Association (APWA). During a four day site visit, the Accreditation team consisting of Public Works Professionals from around the country completed a thorough evaluation of our operations reviewing all of our policies and procedures. Out of a total of 414 practices reviewed, we were 93% fully

compliant and 6.5% substantially compliant earning National Accreditation.



The purpose of the APWA accreditation program is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth in the Public Works Management Practices Manual. It is a voluntary, self-motivated approach to objectively evaluate, verify and recognize compliance with the recommended management practices.

*Andrew Pappastergion, Commissioner of Public Works,
George Crombie, 2011 APWA President, Thomas Brady,
Accreditation Manager*

Evening with the Commissioner and Staff

Evening with the Commissioner and Staff is an annual event offered by the Department of Public Works that is held prior to Town Meeting. This event is a special forum for a more in-depth discussion of issues concerning the Department of Public Works. Residents are welcomed to attend to address questions, concerns, and comments regarding the operations of the Department of Public Works, with a goal of expediting the business of Town Meeting.

BrookONline

In October, the Town introduced The BrookONline Notify Application, which is a feature that allows citizens to become the town's eyes and ears. Citizens can use this feature through the town website or their mobile device to report potholes, graffiti, and other issues. The DPW receives these notifications daily and corrects the problems in a timely manner. Usage and statistics will be reported in future additions of the annual report.

DPW Day

In May the Town celebrated National Public Works Week with the annual DPW Open House at the Municipal Service Center. Over 400 third graders participated in the field trip. The Open House continued through the day with and over 600 families in the community touring the facility. Each Division within the Department of Public Works set up stations to demonstrate their role in the community. The annual event gives school children the opportunity to interact with DPW employees and equipment, provides education on a variety of plants provided by the Parks Division, as well as the opportunity to learn about what's under the street and where the water waste travels with the Water and Sewer Division.



Students with Andrew Pappastergion, Mel Kleckner and Peter Rowe



Students take home a plant



Check out the big truck!

The children learned about composting and how to plant. Each child received a plant to bring home.

The Open House extended through the day for all Brookline families. The children had the opportunity to view many different kinds of equipment and trucks used by the DPW.

HIGHWAY, SANITATION AND FLEET SERVICES DIVISION

The Highway, Sanitation and Fleet Services Division are structurally divisible into four independent, though cooperatively functioning units:

- I. The Highway Unit
- II. The Sanitation Unit
- III. The Fleet and Facility Services Unit
- IV. The Traffic Systems Unit

Highway Unit



Employees replacing a sidewalk

The Highway unit is responsible for the maintenance of more than 220 lane miles of asphalt roadways and 150 miles of sidewalks of varying surface types. In this past calendar year Highway continued its effort to make intermediate repairs to roadways and sidewalks in an effort to preserve their surface integrity for the safety of the public and to keep them clean and more aesthetically appealing. The unit continued its program of working in conjunction with contractual services to accelerate the replacement of sidewalks in areas of the Town where pedestrian traffic is heaviest and the sidewalks are in an advanced state of deterioration. In addition to the surface repair of streets and sidewalks, the Highway unit is responsible for the public pathways, municipal and school parking lots, paved play areas, along with other roadway appurtenances including curbside benches, litter baskets, fencing, and guardrails as well as clearing of snow, sand, leaves, litter, graffiti, and other unwanted debris from public ways and facilities.



Snow Plow in Action

HIGHWAY STATISTICS

Bituminous Concrete	914 tons
Concrete Sidewalk placed	8,487 cubic yards
Leaves collected	4,467 tons
Street sweeping	1,514 tons
Waste Concrete, Asphalt & Gravel	3,872 tons
Snow Storms / Events	14
Snow Accumulation	83.4"
Household Hazardous Waste Day	1,150 resident participants

2011 Accomplishments

- The Highway and Sanitation Division with the assistance of the Water & Sewer and Park Divisions, arguably had one of the more severe winter seasons in years past. We had 14 snow and ice events with a total of 86.4 inches of snow in a period of six weeks. Despite the high volume of snow fall, the Division kept all streets in Brookline open this past winter with a very aggressive snow hauling operation to our transfer station. We have not seen 60 inches of snow on the ground at one time since 1978.



Snow Dump at the Transfer Station

- The Division successfully installed 45 LED cobra head street lights in South Brookline.
- The Division successfully transitioned all of our day-to-day operations in all of our divisions to a work order system (Catergraph).
- Successfully transitioned to a pay-and-display system with the installation of 86 Multi-Space Meters and the removal of 800 single head meters.

As in the past several years, the Highway Division continued Sidewalk Replacement. The Town Highway crews placed a total of 943 Cubic yards in 2011. The replacement remains stable through training, cross-training, sound equipment and a dedicated workforce. The ability to sustain this level of productivity is dependent on funding to purchase concrete and maintaining existing manpower levels.

Sanitation Unit

The Sanitation Unit is responsible for the provision of residential solid waste collection and disposal services for 13,271 residential customers and a recycling and recovery program that includes the annual collection of residential household hazardous wastes.

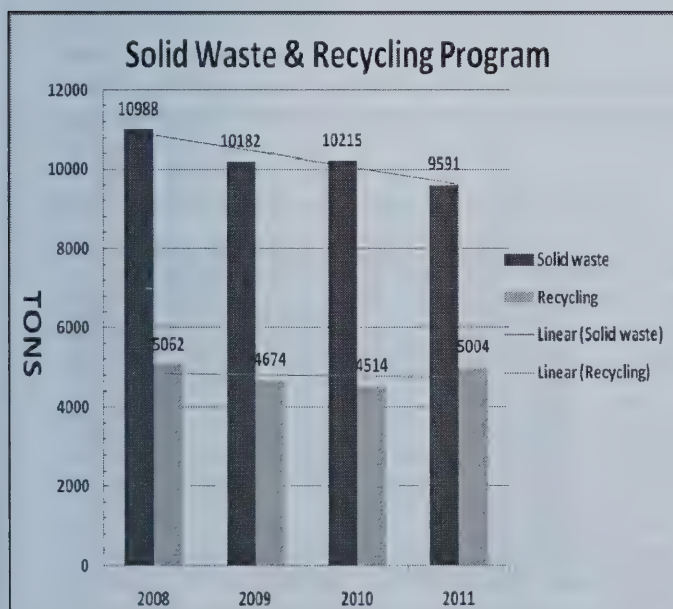


Solid Waste Advisory Committee

2011 Accomplishments

- Since the implementation of the single stream recycling program in 2010, recycling has seen an increase of 20.2% of recycling and a 7.6% decrease in solid waste.
- Our weekly household hazardous waste drop-off center continues to be successful

Sanitation Statistics 2011



SOLID WASTE CODE ENFORCEMENT PROGRAM	
Solid Waste Complaints Rec'D (Approx.)	475
Inspections / Reinspections	800
Solid Waste Warnings Issued	882
Solid Waste Tickets Issued	1,001
TICKETS RESULTING IN COURT ACTION	
Total Number Of Tickets Paid	119
Total Amount Of Fines Collected	\$3,715
No. Of Waste Haulers Permitted	46
Waste Hauler Permit Fees Collected	\$20,720
SNOW ENFORCEMENT	
Complaints	35
Warnings	184
Fines	30
Paid	29
Unpaid	1
Dismissed	1

Fleet and Facility Services Unit

The Fleet and Facility Services Unit is responsible for the acquisition, inventory, inspection, maintenance and disposal of all mechanized Public Works equipment, with the exception of the Water and Sewer Division's equipment. The Fleet Services Unit also maintains and inspects all other automotive / truck equipment within the Town except for equipment operated by the Fire Department. In addition, this Unit assists in the administration of the Town's taxi licensing and inspection program, as well as the routine physical maintenance of all Department of Public Works buildings, including garages, office, and storage facilities town-wide.

2011 Accomplishments

- Completed the transition to Cartegraph's fleet maintenance module.
- Hosted a workshop for over 80 mechanics from municipalities throughout New England in conjunction with New England American Public Works Association.
- The Fleet Maintenance Section continued to operate two shifts. This enabled the section to better serve the needs of all departments. Operating two maintenance shifts during the day improved response time to breakdowns and drastically reduced vehicle downtime.
- In-house cross training of technicians continued. Training technicians on the repair and maintenance of all town equipment enabled the staff to be more versatile and efficient.

Traffic Systems Unit

Brookline's Traffic Systems Unit is responsible for the maintenance of traffic signals, parking meters, pavement markings, ornamental and utility street lights, fire alarm boxes, signs, and graffiti. In total, this inventory is comprised of approximately 1,120 individual signals, all street lights, 2,500 parking meters, 28 school zone warning lights, 8,000 signs, 229 master fire boxes, 302 street fire boxes, 100 miles of overhead wires, and pavement markings on more than 200 lane miles of streets throughout the Town. During fiscal year 2011, along with daily, weekly, and monthly maintenance routes, the unit executed work orders issued by the Transportation Division for regulatory sign installation, pavement markings and parking meter modifications. New to this unit's responsibility is the maintenance of 86 multi-space meters and the installation and maintenance of 45 LED cobra head street lights.

2011 Accomplishments

- Traffic Signals- Continued maintenance of the signalized intersections, flashing beacons and school zone flashers.
- Parking Meters- The maintenance of parking meters is a daily task. The Traffic Division maintains 1,700 single head meters and 86, digital multi-space meters. The Traffic Division personnel also removed and installed parking meters in areas where Highway maintenance and Engineering construction projects were to take place.
- Signs and Pavement Markings - The Town continues to upgrade street signs, stop signs and poles to meet current Manual of Uniform Traffic Control Devices (MUTCD) standards of text size and retro-reflectivity. The Traffic Division completed 48 work orders from the Transportation department and repaired or replaced 374 signs due to knock downs or faded signs. The Traffic Division has worked with the Engineering Division on a program to standardize pavement markings throughout the town. Part of the program is utilizing new marking products like 3M inlay tape and logos.
- Street Lights - Continued maintenance of street lighting this includes ornamental, park, path and standard street lighting totaling over 4,000 lights.
- Events & Special Tasks- In conjunction with other departments, the Traffic Systems Unit plays a major role in the planning and executing of several major events throughout the year i.e. Boston Marathon, Flag Day Parade, Walk for Hunger. Placing and removing all flags and banners on poles throughout the Town for different Town or private events is a common task.

- Fire Alarm- Continued maintenance of Fire Alarms, this includes Master Boxes, Street Boxes and 100 miles of cable wire.

WATER AND SEWER DIVISION

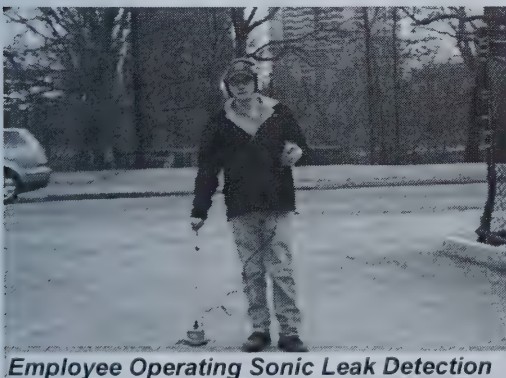
The Water and Sewer Division operates and maintains the Town's water and wastewater systems consisting of 355 miles of piping and appurtenances that provide the entire population with reliable drinking water, for both domestic use and fire protection, and for the collection of sanitary sewage and storm water drainage. The operation of all three systems is accomplished in strict accordance with all federal, state and local laws, ordinances and regulations to promote the health and welfare of the community.

Under the leadership of the Director, the Division's administrative staff efficiently and courteously handles all water and sewer business functions, including payroll, accounts payable, licensing, permitting and customer relations. Over 2,000 requests for information and assistance and nearly 40,000 utility service invoices are processed annually, with over 1,500 billing complaints and inquiries investigated and resolved. In the past year, Division staff has serviced and processed 43 applications for Licensed Drain Layers and have issued 63 permits for repairs to sewers and drains.



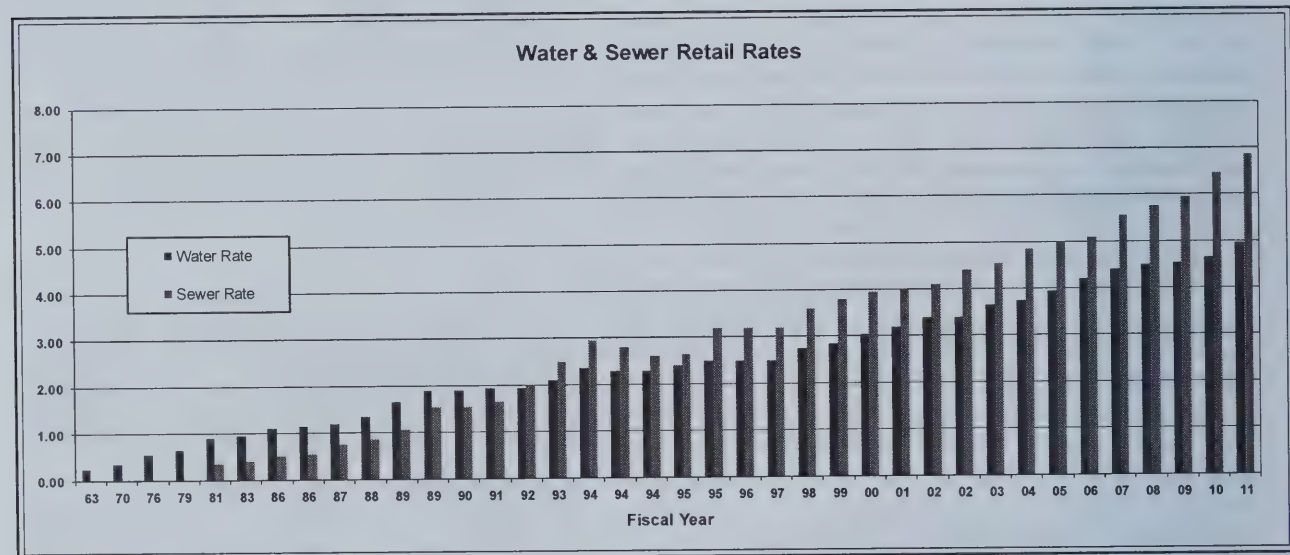
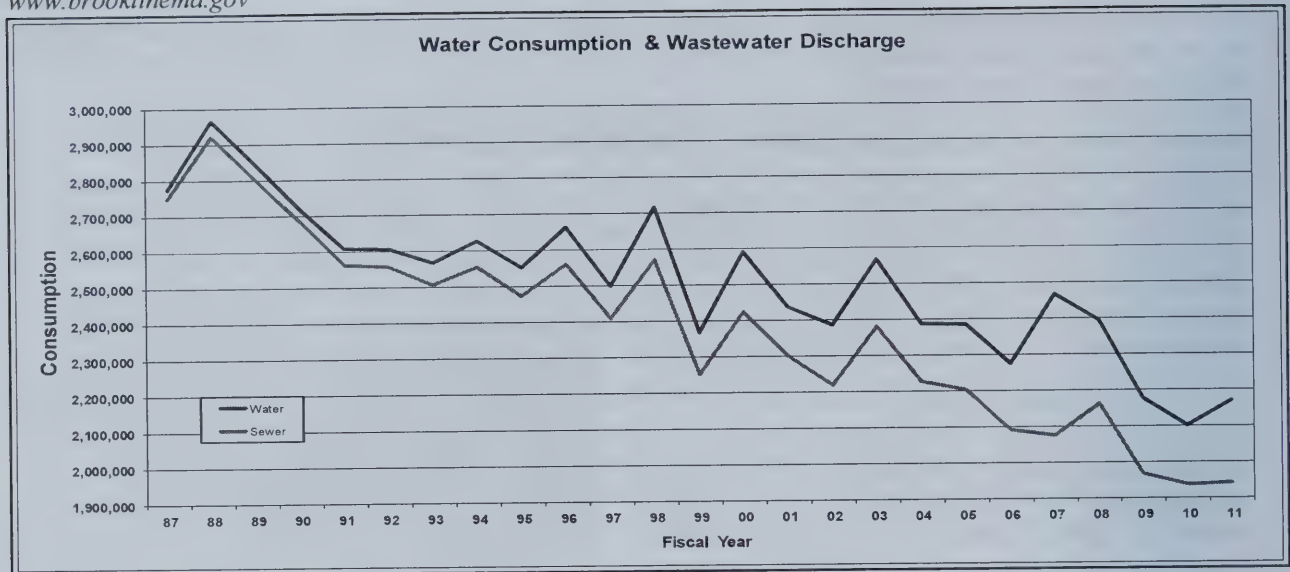
Sewer and Drain Inspection Vehicle

Components of the water distribution system include over 135 miles of cast iron and ductile iron pipe, 2,027 line valves, over 1,500 fire hydrants, 10,800 service connections, 1.67 million gallon water storage facility. During 2011 the Division installed, repaired or replaced 161 service pipe connections, repaired 25 service and main leaks and repaired or replaced 89 fire hydrants. In addition, the Division conducted 40 fire flow tests yielding \$9,950 in revenue. Emergency response was provided for 600 service requests and 425 complaints were investigated and resolved for water quality, water pressure, and leakage problems. The Division purchased 1,865 million gallons of water from the Massachusetts Water Resources Authority (MWRA), representing a decrease of only 0.5% over 2010 with an average daily usage of 5.11 million gallons and a maximum daily usage of 7.59 million gallons, and the maximum flow week occurred from 7/17/11 to 7/23/11 where 49.214 million gallons of water was consumed. Retail water sales generated \$11,320,361 in revenue.



Employee Operating Sonic Leak Detection

The Division's Cross Connection Control Program, established in 1989 pursuant to the Drinking Water Regulations of the Commonwealth of Massachusetts, has inspected all high and moderate high risk facilities throughout the Town and identified 1982 violations requiring the installation of 1801 backflow preventers devices on irrigation systems, fire sprinkler systems and high hazard plumbing systems. Annual testing of these devices by Division staff is mandated by State of Massachusetts regulations and yielded \$117,065 in revenue in 2011.



The wastewater collection system is made up 104 miles of separated sanitary sewer pipe with 7 miles of combined sewer. The Town is presently engaged in a major sewer separation project in the lower Beacon St. area, which when completed will eliminate all combined sewer and drain pipes in the Town. This is on schedule for completion in 2012. Presently the Town's average wastewater flow is 10.76 million gallons per day.

The second system comprises 101 miles of storm drains that collect runoff and roadway drainage from 3,296 catch basins and discharge through twelve drainage districts to the Muddy River, Saw Mill Brook, Stony Brook, and the Charles River. The major parts of both systems were constructed between 1880 and 1930 and include pipe sizes from 6" to 150" in diameter. During 2011 emergency assistance was provided for 167 requests involving broken, plugged or backed up sewer and drains as well as the repair of 37 blockages. Structural repairs were made to 104 catch basins, sewer and drain manholes. 2,636 catch basins were cleaned generating 1,647 tons of sand sediment and debris.

Representation to the Massachusetts Water Resources Authority (MWRA) was provided by Jay Hersey of the Engineering Division, who serves as the Town's designee to the MWRA Advisory Board. In addition, Andrew M. Pappastergion, Commissioner of Public Works is the elected member of the MWRA Board of Directors serving in his fifth consecutive 3-year term representing the 61 cities and towns of the Metropolitan Boston service area.

In November 2010 in the regular course of our Lead Service Pipe Sampling Program we were over the 90th for lead sampling. This put us in violation due to two homes whose individual samples were above

the Lead Action Level of 15 parts per billion. Since that time the Division has replaced every lead service pipe within the public way, and contacted and encouraged homeowners that have a portion of their service pipe made from lead to replace section as well. In the two subsequent lead sampling rounds in March and November 2011 the Town has once again been under the 90th percentile for lead.

After nearly two years of study and analysis, the Board of Selectmen approved the implementation of a new rate structure for water and sewer service. Beginning in July 2011, the new rates included a base charge to recover 30% of the fixed operational costs of both systems and a two tier block rate to capture metered consumption. The goal of this new rate structure is to stabilize the revenue generation of the water and sewer enterprise with regard to decreasing water consumption trends across the country. In 2011, the abandoned Fisher Avenue Underground Reservoir was dewatered and the property sold for residential development.

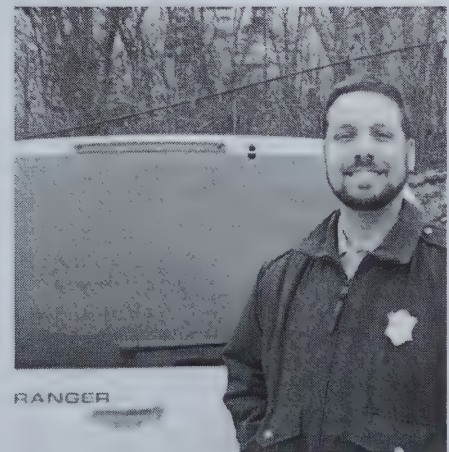
PARKS AND OPEN SPACE DIVISION



Park and Recreation Commission

The Mission of the Parks and Open Space Division is to develop a clean, green, safe, accessible and well maintained network of parks and open spaces for both passive and active recreation that preserve the historic integrity and cultural significance of Brookline's landscape.

The Parks and Open Space Division, in conjunction with the Park and Recreation Commission, Conservation Commission, Tree Planting Committee and Walnut Hills Cemetery Trustees, is responsible for the design, development, maintenance and management of over 600 acres of public open space, comprised of 38 parks and playgrounds, four sanctuaries, 10 public schools, land around 15 public buildings, five public parking areas, two cemeteries, 41 traffic islands and over 11,000 street trees throughout the Town. The Division implements an aggressive maintenance program on 24 multi-use playing fields, a safety inspection and repair program for playground structures at 22 parks and 10 schools, and ongoing maintenance, painting and repair at 25.5 basketball courts, 32 hard surface tennis courts, and one set of six clay courts. The Division is responsible for seasonal preparations, horticulture improvements, litter pick-up, trash collection, leaf removal, turf restoration, carpentry and fence repairs, as well as snow and ice removal during the winter months. In addition, the Division maintains a full-sized outdoor skating facility (the Jack Kirrane Ice Skating Rink) at Larz Anderson Park.



Brandon Schmitt, Park Ranger

Awards and Recognition

In June 2011 Erin Gallentine and the Brookline Parks and Open Space Division were awarded the Golden Trowel Award by the Friends of the Minot Rose Garden in recognition of the extraordinary support, hard work and commitment in improving and maintaining Winthrop Square Park, Minot Rose Garden and all of Brookline's Parks and Open Spaces.

Operations Update

Brandon Schmitt joined the Parks and Open Spaces Division team as the new full time Park Ranger in July 2011. He formerly worked for the New York City Parks Department Forestry and Horticulture Division, and has experience in both Environmental Science and Public Administration.

Parks, Schools & Public Grounds

The Parks and Open Space Division provides renovation, maintenance and repair of all play equipment, park furniture, walkways, landscaping and fixtures in the Town parks, school grounds and public grounds. The following highlights 2011 projects:

Winthrop Square

The renovation of Winthrop Square was completed in the spring and a reopening celebration was held in conjunction with the Friends of the Minot Rose Garden in June 2011. Improvements include new play equipment for ages two to five, reworking existing play equipment for older children, new concrete walkways, new and refurbished ornamental fencing, tree plantings, irrigation, lawn restoration and site furniture. Three families and one neighborhood group have generously donated five memorial benches to date, with discussions underway with several other donors.



Winthrop Square Grand Opening Celebration

The Riverway

The Division received federal Community Development Block Grant funds to repave the pedestrian path in the Riverway from Netherlands Road to the town line to the north. Improvements also included restoration of adjacent lawn areas to correct soil erosion and its negative effect on water quality in the Muddy River. The end result was a greatly improved travel route for pedestrians and bicyclists using the Riverway for pleasure or for commuting to, from and through Brookline to Boston, including the Fenway and Longwood Medical Area.

Fisher Hill Reservoir Park

In February 2011, the Town closed on the purchase and sale of the MWRA Fisher Hill Reservoir property with the state Division of Capital Asset Management. As a requirement of the sale of the property, the Town also executed a conservation restriction on the property, partnering with the Brookline GreenSpace Alliance, who holds the conservation restriction as an independent third party. The purchase was

enabled by state legislation approved in 2007, the vote of Brookline Town Meeting in 2009, and a Land and Water Conservation Fund grant awarded to the Town in 2010.

The purchase of the formerly MWRA-owned Fisher Hill Reservoir followed the state's declaration of the reservoir as surplus property in 2001 and its offer to the Town to purchase the site for a direct municipal use. Planning for the site also began in 2001 when the Board of Selectmen established a Master Planning Committee to evaluate the reuse potential of this reservoir as well as the Town-owned underground reservoir site across the street on Fisher Avenue. The Committee evaluated several types of municipal uses for both sites. The recommended use of the formerly state-owned site was a scenic amenity and public park that incorporates an athletic field, passive recreation and open space, and preservation, treatment, and/or reuse of the historic gatehouse (the gatehouse is on the national and state Registers of Historic Places). The design was to be compatible with the neighborhood's history and character. In 2003 the Board of Selectmen established a separate Design Review Committee for the formerly state-owned reservoir to develop, through a public process, a conceptual park plan and cost estimate for the Fisher Hill Reservoir Park.



In 2011, the Park and Recreation Commission appointed a new Fisher Hill Design Review Committee, comprised of representatives from relevant Boards and Commissions and the neighborhood to finalize the park design and produce bid documents, following the guidelines of the conceptual park plan. Through a competitive bid process, the Committee selected Klopfer Martin Design Group to serve as the design consultant. The consultant team has been working with the Design Review Committee and the public, with the goal of completing the park design in 2012; there have been six Design Review Committee meetings in 2011 with more to come. The overall budget for construction of the park and associated improvements is anticipated to cost approximately \$3.8 million.

Soule Lower Field Renovation

The Lower Soule Field is a popular playing field for soccer and lacrosse, particularly for youth. In the spring of 2011, the Division completed a full renovation of this field, thanks to a generous donation from the Brookline Soccer Club, and held a Grand Opening Celebration. The renovation included installation of a synthetic turf field, allowing for significantly improved drainage and playability, effectively extending the playing season and allowing games even after heavy rainfall. Other new amenities include a beautiful, accessible entrance plaza, open seating areas, and landscaping.

Fire Station #5: 911 Memorial

In honor of a local hero and the 10th anniversary of 9/11, two Brookline families coordinated with the Director of Parks and Open Space to purchase a memorial bench in honor of Manuel DelValle. Manny had been a firefighter with FDNY Engine Co #5 in Manhattan's Lower East Side since 1994 and lost his life on September 11, 2001. He was a fiercely proud and heroic fireman. Manny was born in 1969 in NYC, moved to Brookline with his family and graduated from Brookline High School Class of 1988. Manuel's dedication to his community was a continuation of his parents' commitment to community service. His father, Manuel Delvalle, Sr. is a retired NYPD police officer. His mother, Grisel Zayas-Moyer, was a nurse in the Pulmonary



Clinic at Boston Medical Center. His stepfather was an emergency physician at Boston Medical Center and Medical Director of Boston's public safety agencies: Fire, Police and EMS.

Family, friends and members of Brookline, MA Fire Department Local 950 donated money to purchase the dedication bench for Manuel DelValle. While the fundraising was underway the Division commenced work on a new garden design to compliment the placement of the memorial bench, honor those who also lost their lives or loved ones on 9/11 and to beautify Fire Station #5. A moving ceremony was held on the anniversary of 9/11 where there is now a lovely garden and seating where the public can sit peacefully and reflect.

Clark Playground and Billy Ward Playground

Both of these small neighborhood parks had their public design review processes begin in June of 2011 and saw final approval of their conceptual design plans by the Park and Recreation Commission in December of 2011. Six public meetings were held for each park, with thoughtful comments from the Design Review Committees and neighbors throughout the processes. Improvements for both parks include new accessible path systems, new play equipment meeting federal safety standards, new water spray features with updated connections to sanitary sewer lines, ornamental fencing, new site furniture, improved irrigation, and plantings to enhance views and provide ornamental interest. New signature features at Clark Playground will be a social gathering space with café tables at the front of the park, a renovated and somewhat reduced basketball court to mitigate noise and provide screening for the immediate neighbors, and a new and exciting play structure incorporating a variety of play opportunities within its spherical stainless steel frame. At Billy Ward Playground, design features include retention of a part of the existing stone house foundation into a play area for two- to five-year-olds, a climbing wall, expanded lawn areas distributed throughout the park, and a much improved and welcoming entrance from Brook Street. The projects will be bid in 2012 for construction.

Summer in the Parks Outdoor Movie Series

The Brookline Parks and Open Space Division proudly presented the popular Summer in the Parks 2011 Outdoor Film Series at the Devotion School Field with a family-friendly pirate theme, and films including "Goonies", "Hook" and "Pirates of Penzance".

Green Dog Program

The Parks and Open Space Division successfully implemented the fee-based Green Dog off-leash program effective January 1, 2011. Out of 2,539 licensed dogs in Brookline, 1,221 residents along with 151 non-residents chose to enroll in the Green Dog Program. Additionally, five commercial dog walkers enrolled their businesses and Rangers sold eight guest passes. The Green Dog website, Twitter feed and phone lines were regularly updated to inform participants of field closures and other program information, realizing our goal for more effective communication. Rangers performed increased patrols and along with the Animal Control Officer responded to and resolved complaints regarding feces, aggressive dogs and dog related field use and maintenance issues. Finally, Parks staff utilized an online surveying tool to gain feedback from Green Dog Program participants. Results of the survey were analyzed and feedback was overwhelmingly positive.

The Muddy River Restoration Project

The spine of the Emerald Necklace, the Muddy River, is a 3.5 mile linear park system that integrates reflecting pools, the Babbling Brook, bike paths, walkways, tree-lined parkways, shorelines, historic paths/steps/bridges and beaches. This unified system of linked parks is one of the most significant historic waterways in the nation. With increasing regularity, moderate rains necessitate emergency response measures to address storm water overflow. These events inspired a multi-jurisdictional park and public works project to restore the Muddy River's civil engineering structure, flood handling capacity, historic integrity and ecological vitality.

The U.S. Army Corps of Engineers has posted its solicitation of proposals for the construction of Phase I of the Muddy River Flood Damage Reduction and Environmental Restoration Project. The first phase of the project includes: daylighting of the Muddy River in front of the Landmark Center and between Brookline Avenue and Avenue Louis Pasteur so that the river is once again visible in that area, removal of the jughandle road and other roadway changes, and new enhanced wetland plantings along the river's edge. The plantings will be in keeping with the original planting design of Frederick Law Olmsted, America's foremost landscape architect, who originally designed the Muddy River parks and the Emerald

Necklace, now on the Federal Register of Historic Places. Construction documents for Phase II will be completed while Phase I construction is underway.

A special thanks to the Massachusetts Delegation and project partners who continue to work tirelessly for additional resources from the federal government to fund the entire project.

Brookline in Bloom

In 2011, the Parks Division used a combination of 16,000 annuals and 35,000 flowering bulbs throughout the Town's parks, playgrounds, libraries, town grounds, school grounds, medians, traffic islands and cemeteries. As part of the continuing outreach program, school children from each school learned about bulbs and basic plant growth from the Environmental Educator and helped plant around their schools with the Parks and Open Space Division crews.

General Park Ranger Accomplishments

In addition to patrolling parks and open spaces, seasonal Park Rangers completed tree inventories and extensive non-native invasive vegetation removal projects at Dane Park, and Lost Pond and Hall's Pond Sanctuaries. Increased patrols led to less garbage and fewer feces in the parks, and quicker identification and resolution of maintenance needs. Rangers also regularly communicated with park patrons to answer questions and address any issues, ensuring a safer, more enjoyable experience for all.

Turf Renovation and Improvements

As part of the Town's general field management program, the Athletic Field Supervisor applied:

- 160 cubic yards of compost/sand mixture to all athletic fields to help improve the soil composition and drainage,
- over 12,000 pounds of grass seed to the fields, parks and school grounds; and
- a 60% organic based fertilizer to over 45 acres of field and park turf three times throughout the season.

In addition, the Division regraded, seeded and rested Soule Upper Field for a period of 6 weeks over the summer.

Town Hall Grounds

The grounds around the Brookline Veteran's Memorial at Town Hall were renovated with a new design. The design called for the elimination of the large, overgrown and obtrusive yew shrubs, and new plantings with a combination of flowering shrubs, ground cover and select trees to frame the civic space. The plantings will provide seasonal interest and are intended to highlight and honor all the memory of all those who served.

School Ground Improvements

The Parks and Open Space Division supported the installation of the new school yard garden at the Lawrence School and installed new irrigation at the ornamental circle garden.

The Division supported the Building Department led design review process and construction bid documents for a new playground, renovated school grounds and an outdoor classroom at the Runkle School, playground at the Heath School and the amphitheater at the Pierce School. The Division built six raised beds for the Soule Early Childhood Program and Environmental Education Program and applied a slip resilient surfacing at the popular splash pad in the public play area.

Larz Anderson Park

In accordance with the horticulture Master Plan, invasive vegetation between the lagoon and gardens were removed up to the access drive into Larz Anderson Park. Invasive vegetation abutting the athletic field was also removed. The Town spent three weeks pruning the trees at the park, installed 700 linear feet of post and rail fencing along Goddard Avenue, seeded the lawn areas, dredged the lagoon of organic material, made bridge repairs, and repainted the picnic pavilion and restrooms.



Larz Anderson Lagoon Maintenance

Forestry

The goal of the forestry program is to preserve and maintain all shade trees along public ways, parks, school grounds, cemeteries, and all other public grounds. The Division provides for the safety of all public ways and grounds through the removal of dangerous limbs and trees and is responsible for replacing trees removed. The total number of trees under the jurisdiction of the Division is reported as more than 50,000. Included in that total are over 11,000 public street trees. The Division continues to utilize and update its street tree inventory, which includes information on tree species, size, condition and health, and management needs. The overwhelming citizen interest in tree preservation continues in Brookline. The Division continues to work with interested citizens, businesses and environmental advocacy groups to enhance the care of the urban forest. In 2011, the Town was pleased to receive a Tree City USA Award from the National Arbor Day Foundation for its care and stewardship of the urban forest. Brookline has received Tree City USA recognition for the past 23 years.

Tree Planting

The Town continues to strongly support the tree planting program, and generally plants more trees than are removed each year. In 2011, approximately 140 trees were removed, and over 275 trees were planted. A wide variety of trees are planted to insure that species diversity is maintained. Species diversity helps in protecting the Town's urban forest from attack by a single disease or pathogen, such as Dutch Elm Disease or Hemlock Woolly Adelgid.

The three-member Tree Planting Committee, established in 1886, supervises the selection, planting and removal of all street trees in Brookline. Hugh Mattison is the chairman of the Tree Planting Committee and is joined by Philip Shabecoff. In 2011, Margie Greville stepped down from her position as a member of Committee after serving admirably for ten years. Margie brought a wealth of knowledge to the committee and her commitment to the urban forest of Brookline will be missed.

Asian Longhorned Beetle

The Asian Longhorned Beetle (ALB) is an invasive pest that grows and reproduces within healthy and stressed deciduous hardwood tree species, such as maple, birch, horse chestnut, poplar, willow, ash and elm, and eventually kills the host tree. The ALB was discovered near the Boston/Brookline boundary in 2010. Federal and local officials continued to survey and inspect trees in the area throughout 2011 and have not found additional infestations at this time, however the ALB is still a significant concern for Brookline. In addition to working with the U.S. Department of Agriculture, Department of Conservation and Recreation, and City of Boston to address this threat, the Town is temporarily assisting with some woody debris collection within the regulated quarantine area in Brookline, and is providing educational resources and encouraging the public to look for the ALB and report any possible sightings.

CONSERVATION COMMISSION



The Brookline Conservation Commission is responsible for the administration of environmental laws and policies, open space protection and management, water management and preservation of natural

features of the environment. The Commission administers and enforces the Massachusetts Wetlands Protection Act and the Brookline Wetlands Protection By-Law through its review of permit applications and issuance of Determinations of Applicability, Orders of Conditions, Certificates of Compliance, and Enforcement Orders. The Commission also administers the Federal Flood Protection Program. It initiates and helps guide studies concerning open space, water quality, flooding and other aspects of local environmental quality. It prepares and oversees implementation of the Town's Open Space Plan and manages conservation areas owned and conservation restrictions held by the Town. The Conservation Commission seeks and administers grants to support the Town's environmental protection efforts, and guides many volunteer maintenance and improvement activities.

Conservation Restrictions

In 2011, the Conservation Commission accepted and approved two new conservation restrictions, which were subsequently approved by the Board of Selectmen and the State Executive Office of Energy and Environmental Affairs. A conservation restriction was placed on the Fisher Hill Reservoir parcel as a condition of its transfer from the state to the Town, and this restriction is held by the Brookline GreenSpace Alliance. A restriction was also placed on a private parcel at 57 Laurel Rd. in part to protect a wetland resource area. The Conservation Restriction Policy, approved in 2009, continues to significantly assist in implementing conservation restrictions and preserving open space.

Open Space Plan 2010

The Open Space Plan is a document that guides open space planning in the Town, and is required by the state Executive Office of Energy and Environmental Affairs. The Conservation Commission, along with the Parks and Open Space Division, are responsible for updating the plan every five years, and overseeing its implementation. Open Space 2010 was created with the input of a committee of representatives from the community and was finalized and approved in 2011. The plan is now being implemented and is available on the Conservation website, www.brooklinema.gov/Parks/Conservation, under Open Space Plans.

CEMETERY

Walnut Hills Cemetery

The initiative of the Division to improve the maintenance and management of the Walnut Hills Cemetery has resulted in an increase in the dignity, tranquility and overall appearance of the cemetery. The Walnut Hills Cemetery Trustees have increased their vigilance of the enforcement of the rules and regulations, which are included with every deed sold. Town staff and the Cemetery Trustees are referencing the Master Plan for the Walnut Hills Cemetery as their guiding document for improvements including eighty new shrubs planted for perimeter screening. The winter tree care program continues, providing for structural pruning and hazard tree removal at both cemeteries. The Cemetery office was painted, a new rug installed and sidewalk repairs made at the entrance.

Build-out of a new section of Walnut Hills Cemetery was completed, adding approximately 1,400 new sites for burials and cremations. This should extend capacity for another fifteen years at the current rate of burials. The design for the new area was developed by the Halvorson Design Group through a public process led by the Cemetery Trustees. The design incorporates a low ridge as the central spine for the area, with a path and seating areas along the top accented by ornamental plantings. An adjacent level lawn area holds a dramatic arrangement of dark polished granite memorial walls for inscriptions. Funding for this project came from a combination of tax dollars and the use of Cemetery Trust funds.

Old Burying Ground

Work has continued on the restoration of broken tablets at the Old Burying Ground, paid for by donations to the Friends of the Old Burying Ground. The Friends have started a fundraising effort to repair the historic ornamental fence at one of the family lots, hopefully with the second historic fence to follow. Stairs at the Old Burying Ground were repaired and reset.

Please visit www.brooklinema.gov/Parks for updates throughout the year on our park and open space system, technical resources, projects, programming and events.

ENGINEERING AND TRANSPORTATION DIVISION

The Engineering and Transportation Division of the Department of Public Works (DPW) is charged with the management and administration of town infrastructure, as well as the design and implementation of the vast majority of Public Works' items contained in the Town's Capital Improvement Program (CIP). Town infrastructure would include surface facilities in the areas of all public right-of-ways, such as roadways, sidewalks, traffic signals and parks, as well as those facilities that lie underground, for example, storm drain/sewer systems, water supply lines, and traffic signal/street lighting conduit. CIP projects range in type from roadway reconstruction, to sewer separation, to landfill reclamation efforts.

In order to effectively manage both the diversity and complexity of infrastructure issues for which the Division is responsible, administrative programs and project undertakings are assigned to one of two disciplines: Engineering or Transportation. While it is inevitable, and largely by organizational design, that these two sectors should frequently overlap, the Engineering Section is fundamentally concerned with issues of civil and environmental engineering, while the Transportation Section is devoted primarily to transportation planning and traffic engineering.

ENGINEERING

Administration

Charlie Barry, Senior Civil Engineer Grade 5, retired on April 1, 2011 after 41 years of dedicated service to the Town. Charlie was instrumental in developing and administering the Town's pavement management program as well as overseeing the sidewalk replacement program funded through the revolving fund. Annual maintenance contracts for roadway patching and sidewalk replacement were also under Charlie's purview. Charlie's historic knowledge of roadway construction will be sorely missed.

William Hess was hired on September 6, 2011 as a Junior Civil Engineer Grade 3. Will worked in the Engineering/Transportation Division while a student at Wentworth Institute as part of their co-op program. Before coming to the Town, Will worked in the private sector after graduation. Even in the short time Will has been with the Town, he has proven to be an asset to the Division.



William Hess



Peter Ditto, Director of Engineering, Charlie Barry, Engineer, Phil Trainor, Director of Water & Sewer

Division Charges

Responsibilities of the Engineering section are themselves divisible into four broad categories: 1) Permit Administration and Inspection; 2) Archival Maintenance and Reference; 3) Interagency Coordination and Oversight; 4) CIP Project Management and Engineering.

Permit Administration and Inspection

The Engineering Section oversees the issuance of Street Opening and Occupancy Permits, typically given to Contractors working in public right-of-ways for utility companies, communication corporations, public authorities or private property owners. Construction

work that would typically require such permitting can be either at the sidewalk or street surfaces, or require digging or trenching beneath these finished grades. Parks and school grounds also demand permit consideration.

The purpose of this permit process is both to protect the public infrastructure (property) of the municipality and to promote public safety. This permit system and associated data base is actively maintained on the Town's network. The system does generate revenue through licensing fees, which serve to offset costs of oversight and administration. Division inspectors, with the aid of a pre-application process, determine the type of work, associated charges and anticipated impacts to material integrity and traffic/parking conditions. In addition, inspectors monitor the work and assure that restoration meets with Town specifications.

Sanitary Sewer, Storm Drain and Water Supply Connections are also within the permitting purview of the Engineering Division. Following application procedures, engineered plans and necessary documentation are submitted to Division personnel for review and subsequently, if recommended, for approval by the Director. Generally, these connection permits are associated with parcel developments, capacity and material upgrades, or maintenance when failures occur.

Archival Maintenance and Reference

The Engineering Section maintains record plans of its water, sewer and storm drain systems, including individual parcel connections. In addition, plot plans, or surveyed drawings, complete with bound locations, are maintained for all lands within the Town, whether public or private. These infrastructure and survey documents are kept in an extensive archive, copies of which are available to the public upon request. Along with records of property and Town-owned services, the engineering archives contain construction plans for all Public Works projects, such as roadways, bridges and park facilities.

Interagency Coordination and Oversight

The Engineering Section coordinates directly with state authorities, such as the MBTA and MWRA, whose infrastructure is both located in Brookline and serves the community and/or its immediate region. Similarly, Engineering permits and supervises the maintenance, upgrade and installation of utility systems or communication networks, whether publicly or privately sponsored. Significant projects this past year were undertaken by the MBTA, MWRA, and National Grid.

In addition, the section works closely with the Massachusetts Department of Transportation (MADOT), both in administering state and federal transportation dollars for local Brookline projects through two programmatic vehicles: the State's Chapter 90 Reimbursable Roadway Funds and the State's Transportation Improvement Program (TIP).

The Chapter 90 program is a recurring annual state appropriation for municipalities, the amount of which will fluctuate annually based on the formulaic tabulation and legislative authorization factors. Approximately \$719,968 was allocated to Brookline in FY11 through the Chapter 90 program.

CIP Project Management and Design Engineering

The Engineering Section implements projects listed in the Town's CIP, which might entail project planning; feasibility studies; site surveys; design engineering; preparation of specifications and cost estimates; project advertising and bidding; contract execution; and construction administration and supervision. In this capacity, Engineering functions inter-divisionally, serving the professional engineering, architecture, landscape and surveying needs of each of the other divisions within DPW.

The following project briefs, which represent CIP items listed in Parks, Water & Sewer, Highways, as well as Engineering and Transportation, offer an overview of the Division's 2011 endeavors:

Engineering CIP

Roadway Reconstruction — 2.25 miles of roadways were resurfaced or reconstructed, totaling 350,750 square feet and representing ten local Brookline streets: Beacon St., Eliot Crescent, Longwood Ave. Goddard Ave., Warren St., Amory St., Heath St., Beverly Rd., Dummer St., and Lancaster Terrace.

1,442 square yards of new concrete sidewalks were installed as part of this work.

Sidewalk Maintenance – Approximately 934 square yards of cement concrete sidewalks and accessibility ramps were replaced.

Roadway Maintenance – 5,406 square yards of bituminous concrete repair (patching) to roadway defects and hazards, including lengths of sidewalk that are constructed of bituminous concrete (asphalt).

Crack Sealing – 17.4 miles of roadways had cracks sealed with hot bituminous sealer.

Granite Curbing – 117 linear feet of new granite curb was installed.

Asphalt Berm – 812 linear feet of bituminous concrete berm (curb) was installed.

High St./Pond Ave. – Safety improvements on Pond Ave. and High St. were completed which involved: raised crosswalks, ADA compliant ramps, realigning curbs, signage and a speed signal.

Newton St. Guardrail – Approximately 1610 ft of cortan (rusted steel) guardrail was remove end replaced on Newton St. from the West Roxbury Parkway to Walnut Hill Road.

Carlton Street Footbridge – 25% plans, specifications and estimate was submitted to MADOT. Awaiting comments

Water and Sewer CIP

MWRA

Construction started in Fall/2010 on the Phase 2 portion of the lower Beacon Street sewer separation project. All the work involved with the installation of sanitary sewer by “micro tunneling” has been completed. Three (3) large diversion structures on Beacon Street were also completed. The remaining pipe work will be done by the conventional cut and cover method. Work is anticipated to be completed by January 2013.

Town

The DPW contracted with a consultant to investigate, identify and design a solution to the capacity issue (lack thereof) of the sanitary sewers in the Eliot Street and Cleveland Circle areas. Anticipate remedial measures will be constructed summer 2012.

Parks and Open Space/Recreation CIP

Walnut Hills Cemetery Area 5 Expansion – Development of Area 5 was completed and the contract was closed out.

NPDES Phase II General Permit for Small Municipal Storm Separate Sewer Systems

The DPW/Engineering Division is responsible for the preparation and implementation of the Town's Storm Water Management Program (SWMP). The DEP and EPA require a SWMP to contain the following BMPs:

- Public Education
- Public Participation
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Runoff Control
- Municipal Good Housekeeping

Two illicit connections were identified, confirmed and corrected in 2010. The investigation will continue as outlined in the Town's agreement with the EPA. Since 2005, the Town has corrected 44 illicit connections which represents 11,561 gpd +/- of sanitary sewerage removed from the storm drains.

Ten applications were submitted for Stormwater Permits as required by the Town's By-Law which addresses construction site runoff. As a result of the seventeen permits, twenty nine site inspections were made.

TRANSPORTATION

A Transportation Administrator, Traffic Engineer, and a Senior Clerk Secretary staff the Transportation section of the division.

Duties of the DPW - Transportation Division staff include:

- (1) Providing technical support and administrative services to the Board of Selectmen, the Transportation Board, Bicycle Advisory Committee, Public Transit Advisory Committee, Town Administrator's Taxi Medallion Working Group, Town Administrator's Parking Meter Task Force and other Town departments;
- (2) Responding to resident inquiries or complaints regarding traffic or pedestrian safety, parking, and taxi operations;
- (3) Conducting safety improvement, traffic safety, and parking studies; as well as spot studies on the use and placement of traffic control devices and parking signage;
- (4) Overseeing the design of intersection and traffic signal improvement projects;
- (5) Managing the Town parking system (metered and curbside parking spaces) and ParkCard program;
- (6) Administering the school staff, resident daytime, guest overnight, resident overnight, and commercial area employee parking permit programs;
- (7) Regulating the taxicab industry and limousine services;
- (8) Assessing the impacts of all major new development projects on traffic flow and parking.

Transportation Board Meetings

The Transportation Board, a citizen body of six appointed by the Board of Selectmen, is charged with oversight of the Town's Traffic Rules and Regulations. The Board meets on a regular basis to review and adopt traffic and parking policies, to review and approve various license applications, and to act upon recommendations for traffic safety and parking improvements identified by town residents and Division staff. During 2011, the Board conducted twelve public meetings and hearings at which they took action on over one hundred twenty 120 traffic, parking, taxi, and other items under their jurisdiction.



Resident Inquiries

During 2011, the Division received and responded to over 5,000 telephone, email, or written requests for transportation and parking-related information from Brookline residents. The vast majority of these inquiries concerned the Town's parking policies and parking availability.

Division staff continues to revise and update the transportation section on the Town web site in hopes that more residents will seek answers there to questions they may have before contacting the staff directly. The web site provides an up-to-date description of all of the Town's transportation and parking programs, safety improvement and bicycle projects, contact information, and a downloadable version of the Traffic Rules & Regulations for the Town of Brookline.

Program Administration

The Division administers the resident daytime parking permit program, the overnight guest parking program, the overnight resident parking program, the commercial lot permit parking program, the commercial meter permit parking program, the commercial on-street permit parking program, and the temporary parking permit program as well as regulating the valet, taxi, and livery industries. It also evaluates and acts upon, with the approval of the Transportation Board, all requests for handicapped parking and valet parking spaces. In 2011, the Division:

- Issued 1,558 resident daytime parking permits;
- Issued 559 commercial daytime on-street parking permits;
- Issued 5 Taxi Dispatch Licenses, 13 Taxi Business Licenses, and 185 Hackney Certificates;
- Issued 1 Public Automobile for Hire Business License;
- Issued 1 Jitney License;
- Issued Valet Parking Licenses for 5 eating establishments;
- Issued 3,329 Temporary No Parking/Tow Zone signs to residents and/or contractors to assist during moving or construction periods;
- Issued 7,163 temporary parking permits to residents and others who suffered conditions that qualified them for short-term exemptions to the 2-hour daytime and overnight parking time limits;
- Managed the resident overnight parking program that now encompasses 309 off-street parking spaces in 12 locations, including the Marriott Courtyard Hotel; rented an average of 130 overnight parking spaces each month;
- Issued 104 commercial meter hang-tags to 73 businesses for employee parking in Brookline Village, and 80 parking permits for employee daytime parking in the Coolidge Corner commercial district lots.

Parking Meter Management

The DPW - Transportation Division staff, working in concert with the DPW - Highway Division, assumes primary responsibility for managing the 2,417 parking meters located curbside and in the off-street parking lots within the commercial areas.

In 2011 the Division implemented the \$1.4 million Capital Improvement Project, approved by Town Meeting, for the purchase and installation of multi-space meters in all commercial area parking lots and on-street within four commercial districts. This new parking meter technology brings the benefits of decreasing the time and cost to collect and maintain our metered system; improvements to the aesthetic value of the lots by eliminating the number of individual meters and poles; and providing better customer service through multiple pay options using cash, coin, or credit cards; and the convenience of purchasing guest overnight permits directly in the lot instead of the Police Station. To further build onto the successful Brookline Parkcard system, the Town of Brookline entered into an agreement with PXT Payments to create a new Brookline Debit Card which can be used to purchase parking at all meters within the Town of Brookline as well as goods and services at participating merchant locations.

Due to concerns about the customer interface with the new parking management system the Town Administrator formed a task force to study and recommend program changes to make the system more user-friendly. Division staff worked with the members of the task force to reprogram the meters to a more user friendly payment system, improve signage and meter stickers, and improve communication to decrease the wait time for credit card transactions.

Traffic Signals

Both the design of new traffic signals and the operation (phasing and timing) of existing traffic signals fall under the purview of the Transportation Division. Traffic counts and speed monitor data are also routinely gathered to provide information necessary for traffic signal design or modification. The Division worked with our consultant to alter the traffic timing of the traffic signals at the intersections of Heath & Hammond, Hammond and Boylston, and Tully and Boylston to alleviate traffic congestion in the Chestnut Hill

commercial district. Staff also worked with the Highway Division and Brookline Police Department to improve the operations at the intersection of Washington and School/Cypress.

Taxi Regulation

The licensing and inspection of all taxicabs and limousines operating in the Town of Brookline falls under the jurisdiction of the Transportation Division and Transportation Board.

As required under the Brookline *Taxicab Regulations*, the entire operating fleet of 185 taxicabs successfully passed a semi-annual inspection conducted by the Highway Division. Upon recommendation of the Division, the Transportation Board and the Police Department's Hackney Division took action to protect the residents of Brookline by strongly enforcing the vehicle safety requirements that our taxi fleet must meet during these inspections.

Division staff continues to spearhead a Town Administrator's Working Group which is working on a comprehensive review of alternative taxi licensing systems and the feasibility of modifying the taxi business license scheme that presently exists in Brookline. In 2011 the Division entered into a contract with Richard La Capra, a leading authority on taxi systems within the United States, to complete the transition from our current licensing system to a medallion based system.

Traffic Safety and Parking Regulation

Division staff are always seeking ways to minimize the conflicts between automobiles, pedestrians and bicycles. The safe flow of traffic on the streets of Brookline is of the highest priority. Economic development and safe traffic flow also depend upon clearly delineated parking areas and adequate signage. During 2011, and as warranted by specific neighborhood safety concerns, the Transportation Board authorized a total of 48 sign work orders that involved the installation or removal of approximately 370 new or modified traffic control signs, parking restrictions, or pavement markings.



Harvard Street Reconstruction Project

Safety Improvement Program

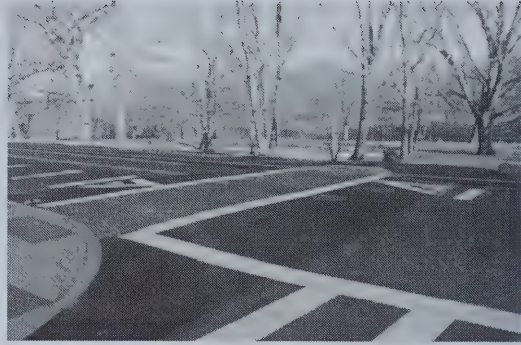
Our in-house staff and on-call transportation consultants perform area-wide safety improvement studies in response to traffic volume, speed or parking conditions that might contribute to unsafe vehicular, bicycle, or pedestrian movements. Neighborhood associations or residents living on a particular street will typically initiate such requests for a traffic calming study which is then prepared and approved by the Transportation Board following a lengthy public process. Following the May Town Meeting the Division began updating these policies to better reflect current standards and best practices in the transportation industry.

In 2011 speed studies and traffic volume counts were performed at various locations and oversaw construction of four previously approved Safety Improvement Plans including:

1. The Kenwood Street Improvement Plan which included installation of the permanent raised speed humps to slow vehicular traffic around the Coolidge park following a five year trial;
2. Reconfiguration of Harvard Street (Washington to School) including new curb extensions to improve pedestrian safety, and ornamental LED street lighting;
3. Installation of five new raised crosswalks on Pond Avenue to slow vehicle traffic and improve pedestrian safety around the Olmstead Park, a new solar powered speed radar display board and crosswalks to slow vehicle traffic and improve pedestrian safety on High Street;
4. Installation of high visibility crosswalks at the intersection of Beacon Street and Harvard Street to improve pedestrian safety.



***New High Visibility Crosswalks on
Harvard Street***



New Raised Crosswalks on Pond Ave.

Staff also conducted studies and drafted plans on one major safety improvement project which will be constructed in 2012: Safety improvements surrounding the Runkle School to improve pedestrian safety and encourage a Safe Routes to School walking program.

Bicycle Infrastructure Design & Construction

As the Commonwealth of Massachusetts and the Town of Brookline looks reduce our carbon footprint, the Transportation Board and the Division has made it a priority to build a multi-modal transportation network that encourages alternative modes of transportation instead of personal automobile trips. In order to encourage more citizens to use bicycles to travel throughout the town and to connect regional bicycle routes a safe network of routes must be designed and constructed. In 2011 the Division oversaw construction of three approved Bicycle Improvement Plans including:

1. Reconfiguration of Harvard Street (Washington to School) and Washington Street (Harvard to Station) including new dedicated bicycle lanes to improve bicycle safety;
2. Installation of an eastbound bicycle lane and westbound shared lane markings on Longwood Avenue to improve bicycle safety; and
3. Installation of over 30 post and hitch bicycle racks in commercial districts to provide for bicycle parking.

Staff also conducted studies and drafted plans on three bicycle improvement projects which will be constructed in 2012 including:

1. Reconfiguration of the Cypress Street South Corridor (including portions of Chestnut, High and Cypress Streets) to include dedicated bicycle lanes and shared lane markings to improve bicycle safety;
2. Reconfiguration of Harvard Street (School to Brighton town line) to include dedicated bicycle lanes and shared lane markings in accordance with state and federal guidelines to improve bicycle safety;
3. Installation of shared lane markings on Longwood Avenue (Harvard to Sewall) to complete the east/west corridor and improve bicycle safety; and
4. Installation of 50 post and hitch bike racks to improve bicycle parking facilities in commercial areas.

Recreation Department

Lisa Paradis, Director



Brookline Recreation's mission is to enhance the quality of life through enriching experiences which support the Brookline Community in developing and maintaining healthy lifestyles. We endeavor to provide opportunities for young people, adults, and senior citizens to live, grow, and develop into healthy, contributing members of our community.

The Recreation Department had a successful year, with the addition of many new programs, services and partnerships. The department also underwent some internal changes in 2011, with the retirement and transition of four key employees, and the addition of one new full time position.



The Recreation Department continues to expand in the area of technology. More than 50% of registrations for programs and services are completed through the online registration process, including 85% of the over 2,200 soccer registrations from Brookline families last year. The Department has especially focused on communication through social media, and has expanded its use of Facebook and Twitter to include all divisions. Electronic communication of monthly newsletters has expanded to reach over 8,000 recipients, and provides the community with updated information about programs and services offered throughout Brookline. Additionally, the Department direct mails over 27,000 program brochures to residents four times per year.

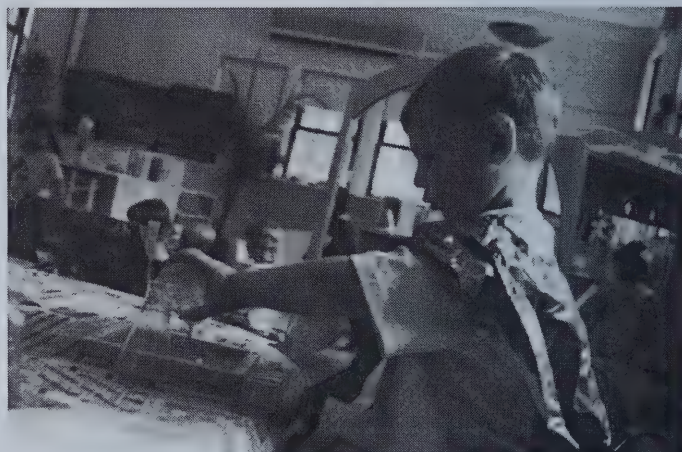
The Evelyn Kिरrane Aquatics Center continues to provide year round opportunities to community members of all ages. The lesson program is offered in four 10-week sessions, providing a continuum of levels and services for swimmers of all abilities. The Dolphin Swim team was full to capacity again this year, with a total of 200 athletes participating. With over 100 different programs offered at the Aquatics Center, there is something for everyone. A family changing room was added to the facility in the spring to allow for families with young children a private area to change and shower. A new Ultra Violet filtration system was installed to protect the air quality and to reduce chloramine levels in the facility.



The Robert T. Lynch Municipal Golf Course at Putterham Meadows had a respectable season, with over 33,000 rounds played. The constant rains of April gave the facility a slow start, but the play picked up with good weather throughout the summer and fall. The difficult economic climate continued to hamper efforts to increase play, but the Division focused on marketing and non-golf revenue to meet financial projections. Junior programs doubled in 2011, with the addition of summer camps and clinics throughout the season. Brian Bain, Head Golf Professional received the PGA President's Plaque for "Growth of the Game" as one of 27,000 applicants and was honored by the Town in December.

In the fall of 2011, Director of Golf, Jack Neville retired after 13 years of service in Brookline. Later that year, permits were finally issued and the drainage project was begun, providing increased flow of water through the natural drainage system on the course. The project is expected to significantly reduce the amount of water on the course and increase player satisfaction. In addition, the bunkers on holes number 5 and 8 were renovated, with bunkers on holes 6 and 10 to be done in 2012.

The Soule Early Childhood Programs at the Soule Recreation Center provides year-round programs for children 12 months to Pre-Kindergarten. Over 55 families participate in the Soule programs each year. The Center has spent a great deal of time and energy transforming the campus to a Reggio Emilia inspired curriculum based center, and has garnered local and national acclaim in the process. All of the teachers at the center have received several hours of professional development and training in the curriculum, and have been using the methodology in the classroom. The Parent Teacher Organization continues to add support to the center and the families with sponsored events including a Back to School BBQ, parent workshops and fundraising efforts.



The partnership with the Brookline Schools, BEEP, and participation in the Community Partnership Council enabled the Center to provide additional classroom curriculum including music, art, and literacy specialists. Children at the Center continue to enjoy the outdoor play structures and vast athletic field space that the Center offers. The splash pad is another summertime benefit that all of the children at the Soule Center enjoy throughout the warm months.

In 2011, the Recreation Department realized a 10 year goal to hire a Full Time Certified Therapeutic Recreation Specialist (CTRS) to both expand inclusion opportunities as well as to create new programs and services for special populations in Brookline. The CTRS position has provided invaluable service to the special needs community in Brookline, and continues to act as a liaison to the school department, parent organizations, and to the community.

Partnerships with other Brookline community interest groups continue to be a priority at Brookline Recreation. Many more opportunities for summer camp have been available through partnerships with the school department. In the summer of 2011, Recreation partnered with the Brookline Housing Authority and the Public Library to bring a youth literacy program, "Summer Sparks" to housing unit



residents. It was met with great success, and was truly a high point in the summer. In October, Recreation again partnered with the Public Library to present an indoor teen mini-golf night at the library called "Tee Off at the Library." This program was very successful, with over 50 teen attending that night. The program was then featured in an article in a national teen library publication.

Brookline Environmental Education continues to build its programming and outreach offerings. In 2011, the division continued to expand summer programs and increased summer camp participation by 50%. Seasonal activities such as maple sugaring, snowshoeing, family fishing festivals and family camp outs have continued to be extremely popular with the community.

Community tennis is offered at the Waldstein Tennis Courts through the Brookline's contracted tennis provider, NETResults. NETResults is contracted for both maintenance and tennis services at the Amory Tennis Facility. This provides the presence of tennis professionals during all hours of play as well as relieving the Recreation and Parks

department of the staff overhead for daily court use.

Following the lead of Brookline Tomorrow, we continue to recycle at all Brookline Recreation facilities. The Department has also made significant changes to business practices to become more "green" in several ways that include cutting the number of mailings by greater than 90%, utilizing blast email for communication, importing and electronic payroll file to eliminate paper copies, conversion of paper forms to paperless format, and scanning of documents with scanners at all facilities.



Providing affordable access and opportunities to the community continues to be a high priority. As outlined in the 2006 Master Plan, the Department has continued to streamline the application process for those requesting financial assistance for department programs and services. This more efficient and "user friendly" model has been well received at outreach events at the local housing developments, providing opportunities to more residents as well as feedback to the Recreation Department for future programs.

Interns placed in the divisions continue to be an integral part of the department. Interns have been helping to collect and collate data, and to create surveys and newsletters for community distribution.

PUBLIC SCHOOLS OF BROOKLINE

William Lupini, Superintendent



School Committee: L-R Helen Charlupski, Judy Meyers, Rebecca Stone (Chair), Henry Warren, Alan Morse, Susan Wolf Ditkoff, Elizabeth Childs, Amy Kershaw, Barbara Scotto, Sandra Richardson (Student Representative)

The Public Schools of Brookline include eight PK-8 elementary schools, Brookline High School, a comprehensive high school for grades 9 through 12 and an early childhood center. As of December 2011, there were 6,910 students enrolled in the Public Schools – 4,838 in the elementary schools, 1,772 at Brookline High School and 300 Pre-School students.

Twenty-seven percent of these students have a home language other than English, speaking 36 different primary languages. More than 600 students are English language learners who are served by English learning programs in their schools. In addition to English, the largest language groups represented by the student body are Japanese, Korean, Hebrew, Chinese, Spanish and Russian.

The Public Schools of Brookline continue to be among the highest performing and most respected school systems in the United States. Brookline students are accepted at highly competitive colleges and universities in numbers that are significantly higher than most other school districts.

Brookline is at the forefront of providing quality public education to its residents. However, our stakeholders believe that successful school systems and organizations only remain high performing when they strive for continuous improvement. Therefore, we have many initiatives currently underway in the system to ensure that Brookline will remain at the forefront of education in the Commonwealth and nation.

MISSION STATEMENT

Our mission is to ensure that every student develops the skills and knowledge to pursue a productive and fulfilling life, to participate thoughtfully in a democracy, and succeed in a diverse and evolving global society.

CORE VALUES

- High Achievement for All
- Excellence in Teaching
- Collaboration
- Respect for Human Differences
- Educational Equity

TEN YEAR VISION

The Public Schools of Brookline
Dynamic, Collaborative, Equitable
Engaged with the Community
Contributing to the World

STRATEGIC PLAN

A dynamic school system operates in the present while focusing on its potential for the future. The Strategic Plan of The Public Schools of Brookline (PSB), adopted by the School Committee in January 2009, provides a catalyst for our future educational endeavors and a blueprint for documenting our system's continued success. Specific goals and strategies for our system and schools are derived from our mission: "To ensure that every student develops the skills and knowledge to pursue a productive and fulfilling life, to participate thoughtfully in a democracy, and to succeed in a diverse and evolving global society." Our priorities and definition of success are derived from four strategic areas of focus, which include:

Academic Excellence through Content, Pedagogy and Relationships

Goal 1: Increase the achievement of all students by creating learning environments that successfully balance content, pedagogy and student-teacher relationships.

Educational Equity

Goal 2: Eliminate achievement gaps with respect to race, ethnicity and socio-economic status and increase the achievement of students with special needs through individualized strategies and programs.

Thriving in a Complex Global Society

Goal 3: Prepare students with the intellectual, interpersonal and reflective skills needed to thrive in an increasingly complex and diverse global society.

Continuous Improvement Using Data

Goal 4: Foster a cycle of continuous improvement by using data to effectively examine system-wide programs and practices.

The Strategic Plan has become the operational framework for programmatic, financial, and pedagogical prioritization and planning in the Public Schools of Brookline. The PSB's Strategic Plan has already begun to inform processes such as budgeting, goal-setting for administrators and teachers, grant applications through community partnerships like the Brookline Education Foundation and the 21st Century Fund, School Council training and the development of School Improvement Plans to name only a few.

Further, we are actively engaged in identifying the measurable targets to enable us to gauge our progress toward meeting the goals set forth in the Strategic Plan. Through this well-developed and highly integrated approach, it is our intention to address all four goals in PSB's Strategic Plan.

CAPITAL IMPROVEMENT PROJECTS

Runkle School

The present Runkle School, constructed in 1962, is currently undergoing a major renovation/addition, which will provide the school with increased classroom and meeting space, as well as a new Media Center, Cafeteria, Gymnasium, and performance space. For the 2010-2011 and 2011-2012 school years students have been relocated to the Old Lincoln School on Boylston Street. The project is expected to be complete by the Fall of 2012.

Heath School

A building addition is planned for the Heath School and will be completed in the Fall of 2012. The addition includes six additional classrooms, a multipurpose room, a library expansion and an enlarged cafeteria. Work began in the Summer of 2011 and is expected to be complete by the Fall of 2012.

ELEMENTARY CURRICULUM HIGHLIGHTS

English Language Arts – Literacy Program

- Through high quality literacy instruction, the Public Schools of Brookline seeks to develop readers and writers who are proficient, productive, and engaged.

Brookline uses a comprehensive framework to describe the behaviors and understandings we expect to see at each stage of a student's development in literacy. That framework provides a guiding structure not only for instruction, but also for student assessment, teacher professional development, and curriculum renewal in the language arts.

We believe that students learn best when their instructional program is both coherent and integrated. To that end, Brookline seeks to integrate the instruction of reading and writing with that of the content areas, principally science, social studies, and mathematics. Students can therefore expect a daily instructional program that seamlessly interweaves their study of grade-level content with their learning in literacy.

As a measure of its commitment to equity in literacy learning, the Public Schools of Brookline employs a cohort of fully-licensed and highly-trained Literacy Specialists. These reading specialists offer support in two major areas: direct services to students who struggle with literacy learning and coaching to classroom teachers.

Math

The goal of Brookline's K-8 mathematics department is to provide a high-quality mathematics program whereby we meet the needs of every student and require high expectations for academic excellence. We continually expand our repertoire of curriculum resources and instructional strategies to provide access and equity to a diverse range of learners. We are in our fourth year of full implementation of the *Think Math!* curriculum program (K-5) and in our third year of full implementation of the IMPACT Mathematics curriculum program (Grades 6-8). We have also identified and developed common grade level (K-8) assessments that align with the Brookline Learning Expectations.

The K-8 mathematics department is committed to setting high expectations and supporting the needs of our diverse learners to reach them. In grades K-3, we integrate the Assessing Mathematics Concepts Series by Kathy Richardson into the curriculum. These assessments are used to diagnose what students know and understand about mathematics, and they provide intervention resources to support any identified learning gaps. To better support higher performing students who need greater challenges, we collaborate with the Enrichment Challenge and Support Department to develop extension menus for the *Think Math!* curriculum. Each year interested students in grades 5 and 6 from each school participate in three town-wide Math League competitions. Our student attendance at and participation in Math League events continues to grow. In grades 7 and 8, motivated mathematics students have the opportunity to prepare for and compete in the national MathCounts program and an opportunity to engage in the Mathematics Challenge Option. The Mathematics Challenge Option in grades 7/8 provides high-level challenge to students within math classes. The goal of the Mathematics Challenge Option is to improve student achievement in math as evidenced by increased numbers of students successfully taking BHS math courses above the standard level (honors and advanced), increased participation rates on AP tests and the average AP test scores, and improvement on standardized tests (e.g. MCAS, SAT/ACT).

Science

Over the last few years, the PK-8 Science Department has begun updating the Science curriculum to incorporate the use of science notebooks, inquiry, and hands-on activities. Our goal is to provide engaging, rich opportunities that allow all students to develop a deep, enduring understanding of how to think and work as scientists, as well as key scientific concepts that will have real world connections/value for them throughout their entire lives. We encourage curiosity and hope that our students will become life-long learners, always eager to learn more about the world around them. As we develop new/revised units, we are also integrating with other areas of the curriculum and focusing on the use of higher order thinking

skills (21st Century skills). Students will also be provided with opportunities to study the work of professional scientists and to learn how scientific thinking has (and continues to) change over time as new evidence is uncovered and new tools become available.

The new curriculum will also focus on teaching students to be stewards of our environment and responsible global citizens. In order to do this, we are weaving outdoor learning (using school gardens and Brookline's nature areas) into learning experiences for students of all ages.

Social Studies

The purpose of our Brookline Social Studies program is to provide students with the knowledge, skills, and capacity for judgment they need to understand, participate in and make informed decisions about their world. Our Social Studies course of study enables students to explore their relationships with people, membership in institutions, responsibility as citizens, and connection to an increasingly interdependent global society. K-8 Social Studies is comprised of four strands: every year students are taught units that convey history, geography, economics, and civics content. In addition, students are afforded opportunities to develop age-appropriate Social Studies study skills, such as creating timelines, taking notes from text, reading non-fiction for meaning, giving oral presentations, and making maps, graphs and charts. Students also are challenged to employ thinking skills like taking an historical perspective, making inferences based on data, weighing advantages and disadvantages of action, and discriminating fact from opinion.

Our Social Studies teachers strive to employ best practices instructional strategies with their students. Students explore significant issues that engage them in critical thinking and problem-solving. Students experience whole-class, cooperative group, and individual activities that address a variety of learning modes. Our diverse instructional materials include not only textbooks, but also biography, historical fiction, primary source documents, maps, graphs, data sets, music, art, photographs, and artifacts. Research and writing skills, supported by effective use of technology, are integral to our Social Studies program, as are effective use of listening and speaking skills for presentation of learning. Students engage in simulations and role-play, as well as class meetings, which call upon them to assess the merits of competing arguments and make reasoned decisions. Our teachers also seek to connect new learning to student a priori understandings and encourage students to consolidate cognitive growth through reflection. I look forward to our continuing work to foster world-class Social Studies in Brookline.

Elementary World Language (EWL)

In January of 2009, following an override spending plan approved by the voters in Brookline, the Public Schools of Brookline implemented the Elementary World Language (EWL) program, bringing the study of world language to grades K-6 to complement world language instruction already in place for students in grades 7 and 8. The instruction is a content-enriched Foreign Language in Elementary Schools (FLES) curriculum and is based on the most current pedagogical research about effective approaches to K-6 elementary world language acquisition. Students in grades K-2 receive three 20-minute sessions of instruction per week, and students in grades 3-6 receive three 30-minute sessions of instruction per week. Spanish is the world language offered in seven of our schools for grades K-6, while Mandarin is the world language offered in the eighth school for grades K-6. Brookline's commitment to world language instruction reflects our awareness that Brookline students will be increasingly required to function in a multi-cultural, global society. The EWL program has three major goals:

- to acquire proficiency in speaking, listening, reading and writing in the target language;
- to acquire an understanding of and appreciation for other cultures; and
- to reinforce learning of the general curriculum content through the study of world language.

World language teachers continue to develop curriculum and assessments for each elementary grade that are integrated into the existing Brookline Learning Expectations and that address speaking, listening, reading and writing skills, and they advance the work of reviewing and revising our proficiency-based approach to world language instruction. EWL teachers promote regular opportunities for students to build their cultural awareness and they continue their close collaborative work with classroom teachers to create engaging learning opportunities for students that are aligned with the grade level content.

During its first four years, the EWL program has met with widespread support from the greater school community. Brookline is committed to the innovative work of elementary world language instruction and is at the forefront of the important work of developing 21st century skills in our students.

Brookline High School

Brookline High School reflects the high value the Town holds for education, having established a tradition of extraordinary achievement and cutting edge innovation which has earned a national reputation. Serving 1,772 young people, we like to say that we represent the whole world, and that we are a laboratory for the future of a global society. Students at Brookline High are from a multitude of races, nationalities, cultures, and socio-economic strata. Our students come from 76 nations and speak 57 languages. We are proud of our diversity; and we have simultaneously created great unity amidst the diversity, as our students pursue two common goals- academic success and exemplary citizenship.

African-American Scholars Program (AASP)

The African-American Scholars Program at Brookline High School is designed to enhance the culture of high achievement among students of color. It is about helping Brookline High School reach its fundamental academic goal, an achievement profile that reflects the diversity of our student body. The aim of the AASP is to increase the number of students inducted into the National Honor Society (NHS), improve scores on all standardized tests, such as MCAS and the SAT, and gain admission to some of the most selective colleges and universities in the nation. These goals will be attained by fostering scholarly identity, preparing students for the SAT, conducting bi-weekly Scholar Seminars, and organizing regular intellectual events.

School Within a School (SWS)

School Within a School (SWS) is a democratic program for 115 sophomores, juniors and seniors. Governance is by a Town Meeting made up of all students and the SWS staff who teach English, Math, Social Studies and Chemistry.

The objective of the program is to provide:

- Curriculum and instruction in the heterogeneous SWS classrooms that emphasize discussion and involvement, while maintaining rigor and achievement to one's potential;
- Opportunities for staff and students to collaborate in Town Meeting, committees and SWS activities; and
- A smaller community where participants learn program values such as responsibility for one's own education and learning for the sake of learning.

SYSTEM-WIDE PROGRAMS

English Language Learners (ELL)

The English Language Learner (ELL) Program provides instructional services to students in grades K-12 who are learning English as a second language. The program is designed to teach students English, to support their academic achievement, to facilitate their cultural and social adjustment, and to assist with parent involvement. Each year, the program serves more than 500 children representing over 35 language groups.

Brookline follows an integrative Sheltered English Immersion (SEI) program model: Students work with ELL staff for part of their school day and are integrated into regular classrooms where they participate in instruction and activities with English speaking peers. The amount of integration and support varies according to each student's needs, grade, and level of English proficiency. In addition, regular classroom teachers are offered professional development opportunities to become trained in working with ELL students and in providing sheltered instruction, and ELL staff often work within regular classrooms to assist with instruction. Primary language support, utilized for clarification, is available at specific elementary schools in Chinese, Hebrew, Japanese, Korean, Russian, and Spanish.

ELL students participate in annual state wide English language proficiency assessments, and almost all take MCAS tests as well. We continue to monitor students' progress on these assessments. In general, ELL students in Brookline are mainstreamed from the program within two years of initial enrollment.

ELL program staff utilizes a comprehensive curriculum guide, grades K-12, that is based on the Massachusetts *English Language Proficiency Benchmarks and Outcomes for English Language Learners* and a K-12 Placement Assessment System that is used to accurately determine a student's level of proficiency and required services.

We have developed translation protocols and guidelines to ensure that the families of our ELL students have equal access to the information that we promulgate about school events, activities, and programs. We also continue to expand our Sheltered English Immersion professional development opportunities for Brookline educators. All teachers who work with even one ELL student are required to become SEI-certified, and we are working on developing pathways for our teachers to meet these requirements.

METCO

The Public Schools of Brookline is a charter member of the Metropolitan Council for Educational Opportunity (METCO), a voluntary integration program founded in 1966 which provides K-12 education for over 300 students from Boston. METCO students participate in all aspects of the academic and extracurricular life of the schools and are supported by the METCO Director and staff.

The program's objectives are:

- To ensure high academic achievement for all students in METCO;
- To provide opportunities for student leadership;
- To collaborate with and support families in the Brookline METCO Program;
- To increase and maintain partnerships/collaborations between Boston and Brookline families;
- To provide access to educational opportunities and resources/services unique to the Public Schools of Brookline;
- To celebrate and publicize the accomplishments and successes of students in the METCO Program;
- To provide access to a range of educational opportunities beyond Pre-K-12 Public Schools of Brookline

Special Education

Special education services throughout the district continue to address the needs of students with disabilities, between the ages of three and twenty-two, with a free and appropriate public education in the least restrictive environment. A wide range of services are provided to meet the individual needs of students, from academic support to related services in areas such as speech, occupational, and physical therapy. In addition, counseling and guidance services help students address issues of adjustment and social/emotional concerns.

Staff members continue to work closely with families in assuring that services needed are identified and provided to students in accordance with applicable mandates. A strong and positive relationship exists between district staff and the Special Education Parent Advisory Council to the benefit of the school system, students, and families.

Strong collaboration with general education staff is a concerted and deliberate effort to provide services to students in the most inclusive manner to benefit all students within the class setting. Consultation and professional development opportunities are provided to general education professionals, special education professionals, paraprofessionals and parents across the district. These efforts support students within the least restrictive environment and assist in developing consistency of best practice. Brookline provides a range of special education programs and services extending beyond those provided within the general education setting. Within the special education team process, parents, students and educators determine student needs and work collaboratively to develop individual education programs

Steps to Success

Steps to Success is a comprehensive educational achievement and college preparation program providing academic, social development and family support for low-income students and their families. Working with students in Grades 4 to 12, the program seeks to break through the attitudes and substantive barriers - both personal and institutional - that can make it difficult for these students to succeed in school and pursue higher education. Through our new College Success Initiative, Steps also

plays an active advising role for students once they are in college or other post-secondary education program.

A school- and community-based program, STS currently engages 321 young people and their families, most living in Brookline public housing, through five programmatic areas:

- Academic enrichment and mentoring through after school programs, regular cultural/educational excursions, summer activities and homework centers;
- A unique, long-term advising system that works with each participant towards school success;
- Work connections for youth, providing work placements for over 90 paid summer interns, grades 8-12, in both public and private sector employment;
- Early college awareness and readiness through campus visits and programs with our college partners, SAT prep and detailed work on the college application and financial aid process; and
- Family support services, offering free English language Classes; resource and referral services for low-income adults wishing to reconnect with education, job readiness and training, and work opportunities; and a system of home visiting to ensure the parents/guardians of our students are able to become involved with their children's education.

STS has been highly effective in its ten-years of operation, prompting a sea change in the college going rates for our students.

- **90% of STS high school graduates are now matriculating to college** each year, a major increase from the 30% to 50% before STS began.
- Moreover, **72% of STS college students are currently on track to graduate** with their degrees in six years, by age 24. (Nationally, a shockingly low 6-8% of the lowest income quartile of students obtains their college degrees in that timeframe.)

STS has been recognized as a regional model, receiving a “Catalyst for Change” award last year from the Nellie Mae Education Foundation and named as one of just seven “invest-worthy College Access and Success” programs in Greater Boston this year in a new report released by Root Cause/Social Impact Research.

Brookline Adult & Community Education

Brookline Adult & Community Education, the largest non-credit public education program in Massachusetts, has expanded the concept of learning throughout the Brookline community and beyond. A program of the Public Schools, BA&CE has close to 10,000 enrollments yearly and offers over 500 courses, lectures, and special events. The program provides enriching and educational courses to seniors, adults, high school students, and children. A broad menu of adult courses are offered that reflect community interest in the world, including Chinese, Japanese, Russian, French, Spanish, Arabic, Portuguese, and American Sign Language instruction. Students discuss world affairs and global investing and explore the ethnic music, dance, and cooking of many cultures.

Courses focusing on philosophical and spiritual awareness and reflection also respond to active community interest. Each term, regular program offerings include arts and humanities, personal awareness, hobbies and music, dance and exercise, computers, cooking and baking, business and investment, and test preparation for various skill levels. Highly-qualified instructors are drawn from Brookline and neighboring towns, and include artists, entrepreneurs, skilled craftspeople, therapists, chefs, doctors, professors, and professional educators. Each term, the program offers a **Lecture Series**, with topics and current issues such as desegregation, political elections, autism, aging services, and health and healing. The program also offers a number of stimulating special events that are co-sponsored with community organizations, including the Frederick Law Olmsted National Historic Site, Brookline Community Aging Network, Brookline Recreation, Brookline Climate Action Change Committee, Friends of Jamaica Pond, and Town of Brookline MLK Celebration Committee. Each year, in cooperation with the Brookline Department of Public Health, Brookline Council on Aging, The Brookline Human Relations-Youth Resources Commission, League of Women Voters of Brookline, and the Brookline Department of Veterans Services, BA&CE presents a Public Health Forum, hosted by former Massachusetts Governor Michael Dukakis.

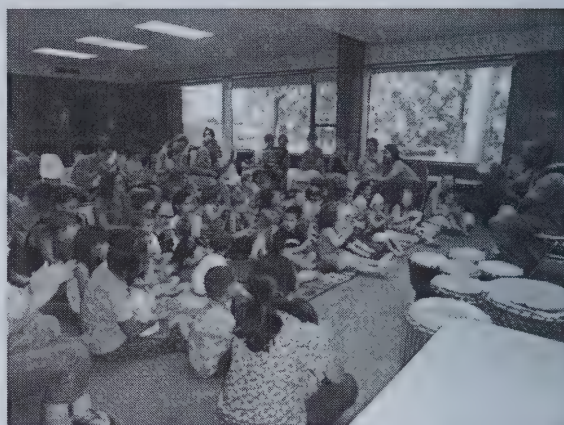
During April and February school vacation, BA&CE offers *SmartVacations*, a program for children ages 5-12. Fun and educational activities include computers, drawing and painting, working with clay, cooking and baking, yoga, animation, martial arts, soccer, and more. *SmartSummers*, for students in grades K-6, offers an enriching summer experience and half-and full-day programs such as *Cybersummer* for students who want to build their own websites; *Theater Arts* for children who love drama; *Action Science* for children who like to experiment; *Creative Arts* for those who want to experience the arts; *Cooking Creations* for children who like to learn about new cuisines; and *Bringing Books to Life* for younger students who want to read exciting stories and bring them to life through art, drama, and games.

On-going co-sponsored courses with various town agencies, such as the Council on Aging, the Goddard House, Brookline Health, Brookline Parks and Recreation, the Friends of the Performing Arts, National Park Services, the School/Community Partnership, and the Brookline Public Library continue to be mainstays of the program. Through its proud tradition of public schooling, the "business" of Brookline has always been education. Brookline Adult & Community Education builds on this tradition, expanding the concept of community education to serve the many diverse constituencies that make up the Brookline community. Its goal is to continue to bring the community together in its essential work—education for the improvement of the quality of life for all its members.

LIBRARY

James C. Flaherty, Director

2011 was another successful year for the Public Library of Brookline. In January, we completed our eighth full year in the renovated Main Library. We continue to be pleased with how the building has allowed us to adapt to changes in patron demand and levels of usage. Prior to the renovation, we did not have a "Teen Room", and downloadable audio-books and self-checkout of library materials did not exist. We have incorporated these, and many other changes, while still preserving the architectural integrity of the facility. Since the renovation, the number of patrons visiting the Main Library has increased from 460,000 to 680,088 per year.



Otha Day performs for a crowd at Putterham.

Service

Total circulation at all three libraries decreased 0.85% in FY 2011. This follows eight consecutive increases during which time circulation increased 96%. Whether it was the economy getting better, growth of the Kindle and Netflix, or some combination of the above, we are working hard to make certain usage increases in FY 2012. In 2011 we borrowed 169,592 items for Brookline patrons from other members of the Minuteman Library Network. The tremendously varied interests of Brookline residents results in our being the second highest borrower of materials from other libraries in the state. Only Cambridge borrows more items from other libraries than Brookline. At the same time we lent 124,257 items, making us the second largest lender of materials to other libraries. Only Newton lends more items to other libraries than we do.

Over the past ten years the ability to easily share resources has allowed Massachusetts libraries to greatly enhance the quality of service delivered to our patrons. In FY 2011, significant reductions in state funding forced the consolidation of the six independent regional library systems into one entity, The Massachusetts Library System. While this change was traumatic and caused some services to be cut back, it has allowed Massachusetts libraries to establish clear priorities, to conserve resources, and in some instances enhance service to our users. Improved use of technology has streamlined the handling and sorting of materials in transit between libraries, and saved Brookline and other libraries significant staff time.



Ellie Dunford and Susan Anemone read from a banned book.

Our Children's Department staff was busy in 2011, circulating more than 300,000 items and offering 451 special and regularly-scheduled programs. Patrons always have something to choose from at the Library. Between all three branches, we offered nine weekly story times, in addition to Friday Flicks at the Main Library and Coolidge Corner's sing-along, both of which consistently draw over 100 patrons on a weekly basis. We hosted four author visits this year, thanks to our partnership with the Children's Book Shop. Bestselling authors Erin Hunter and Jeanne Birdsall, both attracted over 120 children and their families to the Main Library. New community partnerships have helped us build our programming repertoire to include a bi-monthly story hour in Russian at the Main Library, and a monthly story hour in Spanish at Coolidge Corner. We also worked with the Brookline Early Education Program to create a summer program specifically for the low-income families in Brookline. Last summer, we were able to provide programming help, as well as donated books, as incentives and the partnership is continuing to grow. Finally, though sign-up for our Summer Reading Program was less than last year more patrons attended our special programming. We offered 10 themed programs over the summer, which entertained



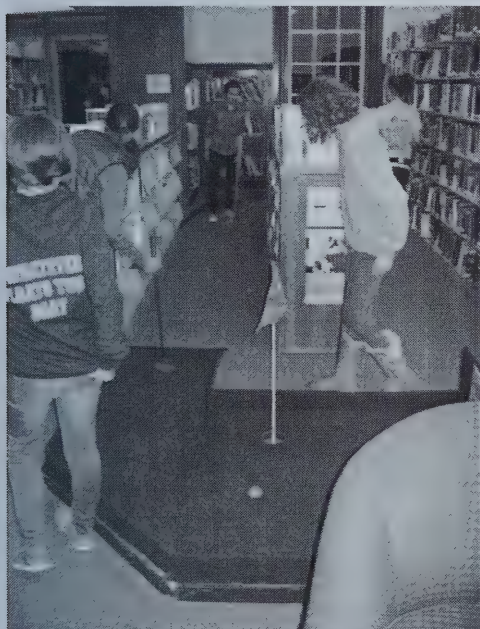
Library Assistant Batia Bloomenthal reads to children

and educated over 900 of our patrons. The theme was "One World, Many Stories", which gave us plenty of room to explore multicultural programs. These included: a wonderful African drum circle program at Putterham that drew over 85 patrons; an Australian-themed afternoon, complete with Didgeridoo that entertained over 60 patrons at the Main Library; and an up-close look at backyard animals at Coolidge Corner that brought in over 70 patrons.

In addition to lending books, over the past several years, the library has provided an increasing number of educational and cultural programs aimed at not just children but residents of all ages. On the evening of April 1, we hosted more than 130 teens for Tee-Off at the Library. In cooperation with the Recreation Department the library interior was transformed into

an 18 hole mini-golf course. The 19th hole offered pizza and soda. Teens were also able to play video games and a henna tattoo artist was also on hand. In late September, a series of volunteers were "on display" in the lobby of the Main Library as they quietly read from a book. Next to the readers was a display of banned books available for checkout and brochures about Banned Book Week.

The library has made every effort to make information available electronically whenever that format is most practical. We currently offer 49 electronic databases, some of which are paid for by the State and the Massachusetts Regional Library System. Three others are made available through our membership in



Teens "Tee Off" at Library

the Minuteman Library Network, MLN. MLN is a consortium of 42 public and academic libraries, who work together to enhance service for library users. Many of the databases available at the library may also be accessed from your home by visiting the Brookline Library's web site (www.brooklinelibrary.org). During 2011 the library purchased subscriptions to Book Review Index Online, Career Cruising, Gale Directory Library, Morningstar Investment Research Center, Value Line Research Center, and vastly improved the e-book reference collection available through the Gale Virtual Reference Library. In addition to these databases that address school-related research, career guidance and personal finance, the library also offers electronic resources for language learning, genealogical research, and readers' advisory and streaming music.

The library is now broadly represented on a variety of social media, including BrookOnline, Facebook, Twitter, Flickr, YouTube and Foursquare. These channels allow the library to engage with the community, disseminate news and information in a timely manner, and highlight a wide array of programs and services through the sharing of pictures, video and how-to tutorials.

The implementation of radio frequency identification technology (RFID) in 2010 led to a number of changes for library users. The ability to avoid waiting in a line and quickly charge out your own materials using RFID was quickly embraced by our patrons. Items that have been requested and are waiting to be picked up by patrons are now shelved in front of the public service desks, and are retrieved by the patron. RFID has also helped streamline the process of discharging returned materials. This has allowed us to reassign some staff to shelf and collection maintenance tasks, thus improving service.



The Board of Library Trustees consists of twelve members, serving staggered three year terms. The Board sets policy and oversees the management and operation of the library system. Gary Jones, Karen Livingston, Jon Margolis, and Mary Sullivan were re-elected as Library Trustees in May.

In November Mary Sullivan resigned from the Board in order to accept an appointment as an Associate Justice on the Massachusetts Appeals Court. Mary's contributions to the Board will be missed.

Full time staff members work 37 hours per week, including evening, Saturday and Sunday hours. Educational backgrounds include English, history, literature, mathematics, biology, music and computer science, with 23 of the full-time employees holding Masters' Degrees in library science.

This year brought a number of changes to our staff. In March, Sherry Hesch, Supervisor of Children's Services, retired. For almost 40 years Sherry was instrumental in shaping the reading habits of the Brookline community. Her knowledge of children's literature and helpful manner endeared her to parents and children alike, and she will be missed. After interviewing a number of candidates we were pleased to appoint Natalie Layne to fill this important position. Natalie has worked as a Children's Librarian here in Brookline since 2008, and held positions in Saugus and Ohio.

Caroline Richardson was promoted to serve as Natalie's replacement. Caroline is a graduate of Williams College and had been working for us as a part-time Library Assistant II for the past year. Prior to that, she worked at the Nashville Public library and held several positions in the publishing industry.

I feel we are fortunate to have such qualified people within our system to take on these important challenges.



Suzanne Collins, author of Hunger Games, signs copies of her book at the Main Library.

Friends

The Friends of the Brookline Public Library were established as an independent 501 (c) 3 corporation in 1981. Early last year the Friends ongoing booksale was relocated to the lower level, next to Kookoo's Nest Café. Due to the hard work of a small team of dedicated volunteers, this "honor system" continues to do well.

The Friends use their revenue to enhance library service. They have sponsored a growing number of children's programs including; storytellers, musicians, magicians and other educational and entertaining programs at all three libraries. This past year they also made funds available to support several staff development initiatives. ESL conversation groups, sponsored by the Friends, are very well attended and are now offered at all three libraries.

The Friends are always looking for volunteers to help with the events discussed above, as well as with other ongoing activities. Please ask for a brochure the next time you visit the library, or visit <http://friendsofthebrooklinelibrary.org>.

Brookline Library Foundation

The Brookline Library Foundation was incorporated in 1999 as an independent non-profit 501 (c) 3 corporation, whose initial purpose was to raise funds in support of the renovation of the Main Library. After contributing more than \$4 million for the Main Library renovation project, the Foundation continues to raise funds through an annual mailing and its annual Winter Gala. Last year's Gala, the 14th, was attended by more than 300 people. The Foundation has made significant contributions to enhance the programs, services, and facilities offered at all three branches. We would not be able to provide the level of service our patrons have come to expect, without the support of the Foundation.

Brookline Library Music Association (BLMA)

BLMA presented its regular schedule in 2011, offering free music to the citizens of Brookline. Six concerts were held drawing more than 600 enthusiastic music lovers. This year's concerts featured a wide variety of musical styles. A celebration in honor of the organizations 60th season is being planned for early in 2012.

Facilities

Since reopening in April 2010, circulation of library materials at the Putterham Branch Library has increased every month. Patrons seem genuinely pleased with the bright open feel the building conveys. Grants from the Massachusetts Technology Collaborative and the Brookline Library Foundation funded the installation of solar panels as part of the renovation. In the first full year, this system provided 7% of our total electrical consumption.

The second phase of a three-year project to repair the three underground garages that sit between the Main Library, Town Hall and Pierce School was undertaken in the summer of 2011. This project forced the closing of the library garage and made finding parking very difficult for our patrons. We apologize for the inconvenience. Hopefully, the final phase of this project will be less disruptive. Late in the year we began what we are calling a "facelift" at the Main Library. Interior walls were painted in many areas and carpet replaced in heavy traffic areas. This project will continue 2012.

At Coolidge Corner we were able to replace the carpet and paint the meeting room. We were also pleased to install a mural by local artist Betty Ann Libby in the center garden area.

Conclusion

I want to thank the library staff for continuing to provide a high level of customer service, in spite of an increased workload. I also want to thank the Brookline Library Foundation and the Friends of the Library for their support. The Trustees and staff greatly appreciate the support the library receives from the Board of Selectmen, Advisory Committee, Town Meeting and other municipal departments. Most importantly, however, we want to thank the citizens of Brookline, who demonstrate how important they feel the Public Library of Brookline is by their ever increasing use of our services. We look forward to 2012.

PLANNING AND COMMUNITY DEVELOPMENT

Jeff Levine, AICP, Director

The Department of Planning and Community Development is responsible for managing and coordinating development review, housing, historic preservation, economic development, and the Community Development Block Grant program. The Department provides support to the Planning Board, Board of Appeals, Housing Advisory Board, Economic Development Advisory Board, Preservation Commission and a number of other appointed committees and task forces.

REGULATORY PLANNING

Regulatory planning activities related to zoning, façade and sign approval, subdivisions, and historic preservation are managed by Assistant Director Polly Selkoe.

PLANNING DIVISION

Mission

The Planning Division, in addition to serving as staff to the Planning Board, Design Advisory Teams, Zoning By-Law Committee and other appointed committees, guides applicants through the special permit, variance, and design review processes, and represents the Planning Board at Board of Appeals hearings. The Division also prepares façade and sign design review reports and presents them to the Planning Board for its approval. In addition, the Planning Division conducts research, studies and plans to guide physical development in the Town.

Staff

The Planning Division is staffed by Senior Planner Lara Curtis Hayes, AICP, and Planner Courtney Synowiec, AICP.

Planning Board

Planning Board members are volunteer citizens, appointed by the Selectmen. Current Planning Board members include: Chairman Mark Zarrillo, Clerk Linda Hamlin, Ashling Fingleton, Steve Heikin, Jerome Kampler, Steve Kanes, and Jonathan Simpson.



2011 Planning Board (L-R): Jonathan Simpson, Steven Kanes, Ashling Fingleton, Mark Zarrillo (chair), Sergio Modigliani.

The Planning Board holds evening public meetings approximately every two weeks to consider and make recommendations to the Board of Appeals on all development proposals that require zoning relief. At morning meetings, approximately every two weeks, the Planning Board reviews all proposed

commercial signage and awnings, façade alterations, and wireless telecommunication facilities proposed for the Town.

The Planning Board also convenes Design Advisory Teams and less formal “design groups” to evaluate the design aspects of major and moderate impact projects, and chooses Board members to serve as liaisons to other Town committees. The Town’s Capital Improvements Program is also reviewed and approved by the Planning Board.

Development and Design Review

In 2011, the Planning Board and Design Advisory Teams spent a significant amount of time on final façade and landscaping design review for cases previously approved by the Board of Appeals. These included three Major Impact Projects: 111 Boylston Street (former Red Cab site) - a proposal for a three-story commercial building; 1842 Beacon Street - a 20 unit multi-family residential building on a parking lot behind a medical office building; and 86 Dummer Street - an additional three story residential building with 32 units of affordable housing at the property of the Brookline Housing Authority’s Trustman Apartments. Two other important projects were conversions of a former auto body shop to the Brookline Teen Center at 40 Aspinwall Avenue and former Kabbalah Centre at 14 Green Street to a 140 seat hibachi style, Japanese steakhouse and sushi restaurant. The Olmsted development on Fisher Hill (75-99 Fisher Avenue), which was approved the year before, underwent final design review by the Planning Board for the elevations and façade details of the three multi-family buildings with up to 24 affordable units, and the proposed six market rate single family homes (two more single family home proposals expected in 2012).

Other Board of Appeals cases reviewed by the Planning Board in the past year included the conversion of a nail salon to a Greek restaurant at 1784 Beacon Street; an addition and other façade alterations at an additional location of the Little Corner Schoolhouse at 92 Harvard Street; the renewal of a special permit to rent 28 parking spaces to off-site residents at 175 Freeman Street (Dexter Park); and the conversion of an unfinished basement to a new residential unit at 16 Strathmore Road.

The Planning Board also reviews and approves all proposed commercial signs, awnings, façades, handicap ramps, and wireless telecommunication facilities in order to preserve and enhance the attractiveness and viability of the Town’s commercial areas. This past year the Board reviewed approximately 60 proposals.

The Planning Division and Board play a key role in facilitating the review and approval process of proposed zoning warrant articles. In spring 2011, five zoning warrant articles were reviewed and recommendations were made after holding a public hearing on the proposals; all were approved by Town Meeting (some with revisions). These included: establishment of a Cleveland Circle Overlay District and significant changes to the previous Davis Path District from G-1.0(DP) to G-(DP); definition changes for Hotel and Limited Service Hotel; changes to setbacks for Rear Yards in Business/Industrial Districts abutting residential districts; Traffic Visibility Across Corners, and creation of a special permit for Fences and Terraces in Side and Rear Yards, if appropriate, when over a certain height. At the Fall 2011 Town Meeting, no zoning warrant articles were proposed, but two related non-zoning warrant articles were submitted for which the Planning Board made recommendations. The first provided enabling language for the establishment of Neighborhood Conservation Districts; and the second established the creation of the Hancock Village Neighborhood Conservation District. The Planning Division continues to work with the Zoning By-law Committee on future zoning issues and possible amendments.



Acceptance of Green Energy Grant from Massachusetts Department of Energy Resources (DOER)

Climate Action Committee and Energy Efficiency and Conservation Block Grant

The Selectmen's Climate Action Committee (CAC), staffed by Senior Planner Lara Curtis Hayes, AICP, continued to work on climate and energy efficiency initiatives in 2011. Thanks to the efforts of the CAC, Town staff, other Boards and Commissions, and the local grassroots group Climate Action Brookline, the state designated Brookline a "Green Community" under the state's Green Communities Act. With designation comes \$215,050 in grant funds, which the Town will use for building energy efficiency projects, LED street light replacements, and other programs in 2012. To become designated the Town had to meet certain requirements, including adopting a five-year municipal energy reduction plan and a fuel-efficient vehicle purchasing policy, both of which were approved by the Board of Selectmen in April 2011.

Continuing its efforts to spread climate awareness, the CAC worked with Climate Action Brookline on the "Brookline Tomorrow, Climate Action Today" initiative, encouraging all Brookline residents, businesses, and organizations to reduce their carbon footprint in 2011. Part of this involved broadening the marketing of the Green Homes Brookline program, which encourages all residents to have energy assessments of their homes and provides funding for insulation improvements for residents within certain income guidelines. Green Homes Brookline is funded by a portion of the Town's Energy Efficiency and Conservation Block Grant (EECBG), a \$494,400 grant from the Department of Energy that must be expended by September 2012. Also with this funding, which is part of the federal American Recovery and Reinvestment Act, the Town in 2011 funded some of the outreach efforts of Climate Action Brookline and began an LED street light replacement pilot project in both South Brookline and along Harvard Street in Brookline Village.

Throughout 2011, and continuing into 2012, the CAC has been working to develop a new climate action plan. The CAC expects the plan to provide a detailed and short-term framework for the CAC to effect a real reduction in greenhouse gas emissions.

PRESERVATION DIVISION

The Preservation Division provides staff support and technical information to the Brookline Preservation Commission (BPC) and to residents and businesses in Brookline. The BPC is responsible for the educational, cultural, physical, economic and general welfare of the public through the preservation of the historical and cultural assets of Brookline, including buildings, sites and districts of historical and architectural significance. It also encourages the development of appropriate uses and settings for such buildings and places.

The Commission, appointed by the Selectmen, consists of James Batchelor (Chair); David King (Vice-Chair); Elton Elperin; Judith Selwyn; Wendy Ecker; and Linda Leary. Commission alternates include Rosemary Battles Foy; Paul Bell; Kirstin Gamble Bridier; and Cynthia Zaitzevsky. The Commission lost one member, Ashling Fingleton, to the Planning Board in 2011. Her humor and common sense will be missed. Greer Hardwicke and Jean Innamorati serve as staff to the Commission. Christine Greeley served as an intern for part of the year.

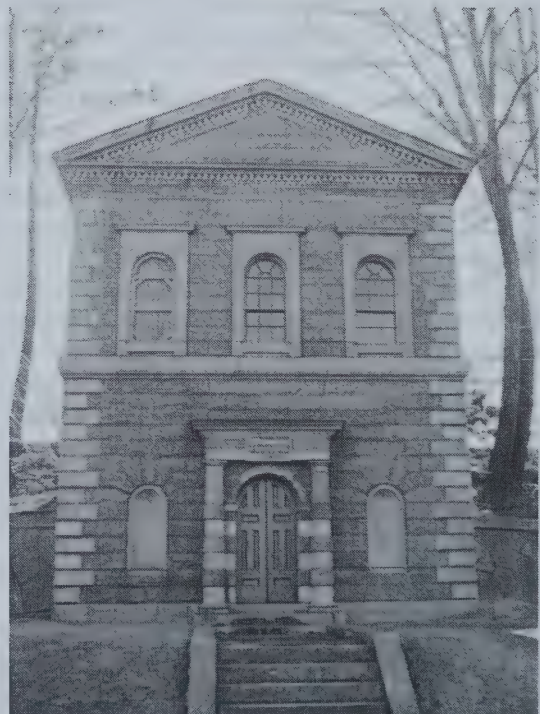


Local Historic Districts

The Commission administers Brookline's six Local Historic Districts: Pill Hill, Cottage Farm, Graffam-McKay, Harvard Avenue, Chestnut Hill North and Lawrence. The newest district, the Lawrence Local Historic District, was established at the Annual Town Meeting and became effective in July 2011. This past year the Commission received 99 applications for review of changes to the exterior of buildings in the districts.

Demolition

The Preservation Division and BPC are also responsible for reviewing cases under the Demolition Delay By-Law. Each building is evaluated to determine if it is historically, architecturally and/or culturally significant before a demolition permit is issued. If a property is deemed significant, the Commission pursues alternatives to demolition. In 2011, the office reviewed 41 cases (including two withdrawn and one emergency demolition as a result of a fire). Eleven buildings were deemed significant with stays of demolition imposed. Instead of demolition, the building at 35 Cedar Road has been retained and an addition built. The Commission also participated in design review of 135 Warren Street, 245 Heath Street, 40 Naples Road, 300 Allandale Road and 37-39 Beaconsfield Road.



Certified Local Government/Design Review

As a Certified Local Government (CLG), the Preservation Division reviews projects involving National Register (NR) and State Register (SR) properties. The Division continued to consult on the rehabilitation and accessibility of the Carlton Street

Footbridge and comment during the planning process for the Fisher Hill Reservoir (state) site to be developed into a park. Photo documentation of the covered reservoirs on Fisher Hill was completed as partial mitigation for their removal at the former Town site. The staff reviewed the impact of the proposed new building at the Trustman apartments on the NR/SR Cottage Farm District. The final plans of the St. Aidan's development were recorded for the Preservation Restriction on the former church building.

Historic Properties

The Division works with the Building Department and the Brookline Historical Society to maintain the historic town-owned properties. The front doors and two windows of the Reservoir Gatehouse were restored by students of the North Bennett Street School. The Town received a MHC Survey & Planning grant to assess the condition of the Fisher Hill Gatehouse. Staff worked with the Building Department and Board of Selectmen to restore and move the Civil War tablets into the lobby of Town Hall.

Design Review for Planning Board

The Division and BPC consult with the Economic Development and Planning Divisions on cases involving properties listed in the National Register of Historic Places. The Division consulted with the Planning Division staff on many design cases, including the redevelopment of 70 Sewall Avenue, 59 Green Street and 10 Brookline Place West, as well as proposals for work at the Durgin Garage and Hancock Village.

Other

The Division worked with neighborhood groups, other Divisions, and Town agencies on the passage of the Neighborhood Conservation District (NCD) by-law at Town Meeting and the establishment of a Hancock Village NCD.

The Commission held its 21st annual Preservation Awards in May. Among the awardees were the owners, architects and/or developers of 65 Toxteth Street, 4 Auburn Place and 146 Naples Road, the staff and board of the Brookline Public Library for contributions to the Digital Commonwealth, those involved in the Edward Devotion House project (new roof and rebuilt chimney), the citizens who advocated for the preservation of the cast aluminum street signs, the Hidden Brookline Committee, and stewards of the Frederick Law Olmsted Historic site.



The office answered over 900 requests for technical and/or historical assistance from, among others, Temple Ohabei Shalom, Public Library of Brookline, Department of Public Works, Brookline Historical Society, Brookline School Department, Hidden Brookline Committee, the New England Chapter of the Society of Architectural Historians, the Boston Globe, the Brookline TAB, the High Street Hill Neighborhood Association, National Park Service sites of the J.F.K. Birthplace and the Olmsted Historic site, Historic Newton, the Metropolitan Waterworks Museum, the Isabella Stewart Gardner Museum, the American Planning Association, and the Blithewold Museum in Rhode Island.

COMMUNITY PLANNING

The Community Planning activities of the Department relate to affordable housing planning; the Community Development Block Grant program; and other planning activities such as redesign of the Village Square/Gateway East roadways and the reuse of the Town-owned reservoir at Fisher Hill. Joe Viola is the Assistant Director for Community Planning.

HOUSING DIVISION

Mission

The Housing Division focuses on maintaining Brookline's diversity by helping to preserve and create housing for rent and for owner occupancy that is affordable to households with a range of incomes.

Staff

The Housing Division staff members are Francine Price, Housing Development Manager, and Housing Project Planners Bruce Genest and Virginia Bullock.

Housing Advisory Board

The Housing Advisory Board (HAB) is charged with recommending housing policies, plans and programs for the Town, especially those relating to the promotion of affordable housing, and acts as trustee of the Town's Housing Trust. The HAB's 2011 membership included Roger Blood (Chair); Steven Heikin (Planning Board representative); Michael Jacobs (Brookline Housing Authority representative); Karen Kepler; Rufus Phillips; Kathy Spiegelman; and Rita McNally (filling the position of tenant representative).

New Housing Development

There was substantial progress on two major new affordable housing projects in 2011. The Housing Division worked closely with New Atlantic Development Corporation (NAD) on Olmsted Hill, the former Town-owned reservoir site on Fisher Hill. By the end of 2011, NAD dismantled two underground reservoirs and substantially completed subdivision improvements for a 24-unit condominium complex and 10 single family house lots. NAD sold nine of the ten single family lots and completed foundations and a significant portion of the framing on the three affordable condominium buildings, while the Housing Division prepared for marketing and sales. The Town will have provided just over \$2 million in federal HOME and Brookline Housing Trust funds before the project is complete.

During 2011, the Town assisted the Brookline Housing Authority (BHA) in its progress towards the development of 32 new low income rental units at 86 Dummer Street, to be located on an underutilized portion of its Trustman Apartments site. Supported by the Town's predevelopment loan of \$410,417, the BHA completed zoning review, progressed from schematic designs to construction documents, established ownership entities for the new project, and won a funding award from the Federal Home Loan Bank Board's Affordable Housing Program. The Town continued to commit up to \$1.7 million in total affordable housing resources, placing the BHA in a strong position to compete for the State-controlled subsidies and State-distributed federal low income housing tax credits on which project feasibility is primarily dependent.

During 2011, the close-out of the St. Aidan's project continued, as the last market-rate units were sold. In addition, the Housing Division and HAB continued to oversee implementation of the Affordable Housing Requirements (Section 4.08) of the Town's Zoning By-law. During 2011, staff worked with the developers of 109 Sewall Avenue and 321 Hammond Pond Parkway to complete plans for a total of six affordable units. The project at 1842 Beacon Street, also underway during 2011, will yield three affordable units.

Homebuyer Assistance

The Division's Homebuyer Assistance Program provides technical assistance and, from time to time, financial support from the Town's allocations of federal HOME and CDBG for affordable homeownership. The Division also provides general homebuyer counseling for those seeking affordable housing in Brookline, including Town employees. It also markets, selects by lottery, determines eligibility and provides technical assistance to buyers of affordable units, whether developed at Town-funded projects, created under inclusionary zoning, or available through the re-sale of existing units with affordability deed restrictions. It also provides ongoing monitoring, review of refinancings, and intervention on defaults.

During 2011, the Division completed the marketing and sale of two new affordable units created through inclusionary zoning at 310 Hammond Pond Parkway, and initiated marketing for two new units at 109

Sewall Avenue. It completed marketing and re-sale of two deed restricted units with two additional units in progress by the end of the year. It worked on several refinancings, and assisted several units in default and worked intensively with the bank, condominium association and Brookline Improvement Coalition to take control of the unit.

Using the Existing Rental Stock to Create and Preserve Affordable Housing Opportunities

While the Housing Division continued to follow the real estate market for new opportunities to create affordable housing, it also assisted nonprofit owners to improve and therefore preserve the long-term affordability of existing properties. Staff continued to work with the Price Center to complete a \$192,000 program of energy-savings and other improvements at Humanity House, a home serving 10 adults with developmental disabilities; and with the Brookline Improvement Coalition to complete \$32,000 in improvements.

Homelessness Prevention

During 2011, the Housing Division continued to manage a three-year, federal grant provided under the American Reinvestment and Recovery Act for the Town's Homelessness Prevention and Rapid Re-Housing Program (HPRP) which sported \$250,778 in expenditures in 2011. With the collaboration of several Town departments and agencies led by the Brookline Community Mental Health Center, the program to date had assisted, by the end of 2011, 528 Brookline residents in 263 households who were either facing eviction, at risk of becoming homeless, or already homeless.

Affordability Monitoring

The Housing Division is currently monitoring, at different levels, approximately 119 rental units at 14 addresses to assure that the properties continue to lease to income eligible tenants at affordable rents. In addition, 135 affordable condominium units are monitored to confirm that the owner is continuing to use the property as his/her primary residence.

Housing Resources

The Housing Division is being called upon to manage diminishing federal, state, local and private funding in ways which best leverage outside funding. During calendar 2011, Brookline received a total of \$1.2 million from its traditional sources: \$451,623 in federal funds through the WestMetro HOME Consortium; \$359,878 from the Town's federal CDBG allocation for the Affordable Housing Program; and while there were no private developer contributions to the Housing Trust, deposits of \$355,264 from the Town's Fiscal Year 2011 free cash and \$28,805 in interest. At the same time, a total of \$2.5 million was disbursed from these sources for Olmsted Hill Condominiums, 86 Dummer Street project, Humanity House rehabilitation, and to preserve an affordable unit in foreclosure. This is in addition to \$32,000 in CDBG-R funds expended at 154-156 Boylston Street.

COMMUNITY DEVELOPMENT DIVISION

The Community Development Division is responsible for statutory and regulatory compliance for the Town's Community Development Block Grant (CDBG) program. The Division's charge is to direct all aspects of the grant, including administration, coordinating contracts, fiscal management, oversight, planning, and overall execution of activities funded in whole or part by the grant program. For Fiscal Year 2011, the Town received approximately \$1.77 million in CDBG funds, to carry out activities/projects that met the national objectives and eligibility of the grant. This amount decreased by about 17% for Fiscal Year 2012, proportionately reducing the Town's ability to support eligible activities and programs. As to how the funds were used during fiscal year 2011, 20 eligible activities were allocated funding. Aside from those activities which fell within HUD mandated caps, 65% of the balance of the Town's allocation was used to assist activities within the areas of housing, economic development, and community facilities. Preservation and the development of affordable housing for the Town's low and moderate income population and providing safe and sanitary housing continued with the commitment of \$624,500 for this endeavor. The Brookline Housing Authority (BHA) received 54% of housing funding for improvements to two Veterans developments which have significant capital needs. The Town is resolute in its commitment to the BHA to assist its family and elderly residents, who fall within the 0-30% median

family income limits. In addition, an allocation of funds was given to provide microenterprise assistance to businesses that required assistance and stabilization and/or expansion of their enterprises in order to increase their economic opportunities.

Grant Administration

FY 2011 was the second year of the original appropriation of funds for the oversight of the American Recovery and Reinvestment Act (ARRA) designated CDBG-R funding. As of December 31, 2011, of the original allocation of \$436,204, a total of \$397,333 had been expended on projects which funded sidewalk reconstruction in eligible areas, non-profit and public housing capital improvements, small business technical assistance and grants/loans and resource/referral for employment. The latter successfully created a website for individuals looking to be employed, those under-employed and requiring additional skills, etc. CDBG-R funding was created to stimulate the economy through job creation.

Gail M. Lewis, the Town's CD Administrator, is responsible performing administrative oversight and coordination of the daily operations of the entitlement grant and sub-grantee supported activities for the CDBG entitlement program. The division's Fiscal Manager, Ewana Lindo-Smith, continued to assist Ms. Lewis with day-to-day management of the block grant and other federal grants, along with planning assistant, Vanessa Irzyk. Sadly for the Town, Ms. Lindo-Smith took a new position with the Town of Brockton, MA as their Director of Finance/Compliance. We wish her success in her new endeavors.

CDBG Advisory Committee

Citizen participation is a key component to the CDBG program. The Community Development Advisory Committee is charged by the Town with making recommendations on the entitlement grant and forwarding its recommendation to the Board of Selectmen. Every winter, the Committee conducts a series of public hearings on grant requests which culminates in preliminary recommendations on grant allocations to the Board of Selectmen. The Committee remains committed to continue to face difficult choices in making future funding recommendations given the wide range of community and housing needs identified in the Town.

Homeless Consortium

The Town of Brookline is part of a Continuum of Care system which has been developed to establish a comprehensive and coordinated approach to address the needs of homeless families, and individuals at risk of homelessness. To better serve the needs of Brookline residents who may be homeless or at risk of homelessness, the Town is one of four communities that comprise the Continuum of Care Consortium. Originally comprised of the cities of Newton and Watertown, the Town of Brookline and the City of Waltham have become participating members. The City of Newton is able to provide transitional houses and permanent supportive housing for homeless families and individuals, while emergency shelters for families operate within the Town of Brookline and the City of Waltham. A consortium-wide strategy has been developed to reduce homelessness which includes: planning and coordination; data collection; prevention; outreach and assessment; and permanent supportive housing.

In fiscal year 2011 the Brookline-Newton-Watertown Consortium applied for McKinney-Vento funds to address homeless issues in the four member consortium. As of the writing of this document, the consortium has not heard anything yet on the application submitted in the spring of 2011.

ECONOMIC DEVELOPMENT

The Economic Development Division encourages appropriate growth and fosters the prosperity of businesses in the Town's commercial areas. The Division also supports the Economic Development Advisory Board to expand net revenue to the tax base in order to support Town programs and services.

Marge Amster took an early retirement after 12 years of service as Brookline's Commercial Areas Coordinator. In addition to leading annual community events such as the First Light Festival, one of her most significant accomplishments was the creation of the commercial parking permit program. Acting as

a liaison and communication facilitator between local government and businesses, Marge was passionate about keeping our commercial areas vibrant and assisting our individual small businesses.

Art Institute Expansion & Capital Investment

Economic Development and EDAB worked with the New England Institute of Art at 10 Brookline Place over a two year period to aid their desire to stay and grow in Brookline. In 2011, 10 Brookline Place finished their construction of 18,000 square feet of additional commercial space, public space adjacent to the Brookline Village MBTA Station, and significant capital investment into the existing building.



Economic Development Advisory Board
top (l-r): Paul Saner, Ken Lewis, Tom Nally, Bob Sperber, Marilyn Newman
bottom (l-r): Al Raine, Anne Meyers, Kara Brewton

2011: Year of the Zoning Change

Economic Development worked with Town Meeting Members and the City of Boston to redevelop the abandoned movie theatre building at Cleveland Circle, including zoning changes to allow a mixed-use hotel development. This effort prevented a development from being built only on the Boston portion of the land, which would have resulted in similar impacts and no commercial property tax growth. Following recommendations from the Davis Path Special District Zoning Study Committee, Town Meeting also passed at Spring Town Meeting a zoning amendment that permitted appropriate redevelopment of the

Red Cab Site at 111 Boylston Street. 111 Boylston Street was subsequently permitted in 2011 for a 42,000 square foot medical/office building.

Durgin Garage (10-18 Pleasant Street)

Multiple community meetings were convened to discuss the poor building condition of the Durgin Garage at 10-18 Pleasant Street. Although a majority of the building is occupied with an autobody shop operation, only two of the seven retail spaces were filled, until the new business Tiny Hanger opened in 2011. Increasing interest in better utilization of this property was expressed from the community, EDAB, and across all Town Departments. We expect a Selectmen's Study Committee to be formed in 2012 for this and the adjacent Waldo Street Garage property.

Small Business Assistance

Technical assistance for 14 potential new independent businesses in Fiscal Year 2011 resulted in five new storefronts being filled with small independent businesses. Additionally, three monetary programs were utilized in 2011 to assist existing small businesses: one new business utilized our locally-funded

Sign & Façade Loan program and three other businesses were assisted using a federally-funded Community Development Block Grant (CDBG) Economic Development program for income-qualified business owners with five or fewer employees.

Walking Tours

In 2011, Economic Development led the formation of a new collaboration called Tour Brookline, enabling residents and visitors to learn about upcoming walking tours. Tour Brookline is a joint effort between local groups and staff from the Economic Development and Preservation Divisions at Town Hall. The volunteer-based group includes 20 of the town's historic, open space, recreation and cultural organizations. 2011 saw 21 walking tours, some of which had close to 100 attendees! Economic Development created and managed a new website and notification system that coordinated all of these walking tours for the Town of Brookline.

ZONING BOARD OF APPEALS



Board of Appeals
Christopher Hussey, Jesse Geller, Mark Zuroff

The Board of Appeals is a three member quasi-judicial board that is responsible for reviewing and approving applications for relief by special permit and by variance from the requirements of the Zoning By-law, in accordance with the "Massachusetts Zoning Act" – Massachusetts General Laws, Chapter 40A. The board is composed of three members: Co-Chairs Jesse Geller and Enid Starr and Board Member Christopher Hussey. The board currently has three associate members that sit should regular members be unable to do so due to absence or conflict of interest. The associate members for 2011 were Jonathan Book, Lisa Serafin, and Mark Zuroff. Town Clerk Patrick Joseph Ward serves as the Secretary for the Board of Appeals. The board usually meets weekly and generally hears two cases each week. Three board members sit for each hearing and a unanimous vote is required for an appeal to be granted. The 2011 caseload for the board was 74 cases, the same amount of cases from the previous year, of which 3 were withdrawn. The board required 35 hearings and 7 site visits in order to complete their review of these cases. The board, pursuant to M.G.L., c. 40A, s.11, published 172 notices of these hearings in a newspaper of general circulation and sent by mail 18,216 hearing and decision notices to all "parties in interest" and to Town Meeting Members within the precinct the property is located and in abutting precincts as required by the Brookline Zoning By-law. This represented a decrease of 3,382 notices sent from the previous year.

Brookline Housing Authority

Patrick Dober, Director

General Information

Board Members

The Housing Authority has five members, four of which are elected for overlapping five year terms while the fifth is appointed by the State. During 2010, the membership of the Authority was: David Trietsch, Chairman
Michael Jacobs, Vice Chairman, Barbara Dugan, Treasurer, Joanne Sullivan, Member, with one position vacant.
The Executive Director is Patrick Dober and Matthew Baronas is the Assistant Director

The Authority administers the following Programs:

Housing for Seniors & Disabled	# of Units	
Walnut Street Apartments		Trustman Apartments
4-24 Walnut Street	24	7-33 Egmont Street
		144-156 Amory Street
Ralph Sussman House	100	337-347 St. Paul Street
50 Pleasant Street		
Arthur O'Shea House	100	Applications can be obtained Monday through Friday between 8: 30 A.M. and 4:30 P. M. at the main office located at 90 Longwood Avenue, Brookline, Massachusetts or by calling (617) 277-1885. All 1,2,3 Bedroom family waiting lists are closed until further notice except for the family accessible Apartment wait lists.
61 Park Street		
Theresa Morse Apartments	100	
90 Longwood Ave		For more information please, visit our website at www.brooklinehousing.org
John W. Kickham Apartments	39	
190 Harvard		
Col. Floyd Apartments	60	
32-40A Marion Street		
19-36 Foster Street Extension		
Section 8 Leased Housing:		
Section 8 Housing Choice Vouchers	619	
Preservation Vouchers	50	
M.R.V.P. Leased Housing:		
Mass Rental Voucher Program	39	
Housing for Families:		
Walnut Street Apartments	76	
22 High Street		
High Street Veterans	186	
6- 30 New Terrace Road		
176-224 High Street		
186-218 Chestnut Street		
Egmont Street Veterans	120	
51-85 Egmont Street		
338-348 St. Paul Street		
209-221 Pleasant Street		

A. Program Activities:

In 2011, the Brookline Housing Authority achieved several notable milestones:

- The BHA worked diligently to maintain 100% utilization of Rental Housing Choice Vouchers.
- DHCD/TANF Program Assisted families towards self-sufficiency.

B. Capital Improvements:

The BHA continued its efforts to modernize buildings and grounds at several developments:

- Completed the \$7.0 million renovation of the Trustman Apartments including a new heating system, new kitchens, new rear entrances and creation of accessible apartments.
- With Town CDBG grants, the heating system was replaced at 11 Harris Street and windows were repaired and replaced at 1057 Beacon Street.
- With federal stimulus funds, new heating systems were installed at the Egmont Street and High Street Veterans sites.
- With federal capital grants, facades at 50 Pleasant St, 61 Park Street and 90 Longwood Avenue were renovated, the roof at 61 Park Street was replaced and the fire alarm at 90 Longwood Avenue modernized.
- As part of BHA effort to federalize Col. Floyd Apartments, all unit windows were replaced.

C. Economic and Education Programs:

- Enhanced Senior Support Services were offered by Springwell to residents of the O'Shea House and Sussman House. The goal of this program is to maintain a high quality of life for our elderly and disabled residents while continuing their ability to live independently.
- On- going classes and programs at our Computer Learning Centers, located at 22 High Street, Egmont Street and High Street Veterans.
- Over one hundred area teenagers from the Brookline community participated in summer employment and the summer peer leadership program.
- In Partnership with the Brookline School Department, expanded the award-winning Steps to Success Program designed to maximize opportunity for BHA youth to attend college.
- Continued the Next Steps program offering educational and career enhancement counseling to families.

D. General Administration:

- Proceeded to develop Concept plans for new 32 unit building on BHA owned site at 86 Dummer Street. Permanent funding application is pending.
- The Board of Commissioners selected Patrick Dober as the new Executive Director. Dober replaces Brian Cloonan who retired after 23 years leading the Housing Authority.
- Sixteenth Annual Thanksgiving Dinner was enjoyed by many seniors, friends and neighbors at the O'Shea, Sussman and Morse Apartments.
- Revised Annual Agency Plan with the assistance of a Resident Advisory Board. The plan includes a mission statement, goals and objectives, and numerous policies and budgets. The plan was submitted to the U. S. Department of Housing and Urban Development (HUD) for approval.
- Continued close partnerships with several public & private local entities, including The Brookline Police Department, Brookline Community Fund, Brookline Health Department, The Brookline Center, and Brookline Recreation.
- Continued to receive program and financial audits that recognize a "Clean Bill of Health" for BHA operations.

HUMAN SERVICES

BROOKLINE HEALTH DEPARTMENT

Dr. Alan Balsam, Director

The Brookline Health Department has as its mission the protection of the health of Brookline residents and others who may work or otherwise be associated with the town. Toward that end, the Department maintains an active surveillance system of health status indicators, and has planned, implemented, and continues to evaluate a broad spectrum of local health services designed to reduce morbidity and mortality and enhance the quality of life of those who live and work here.

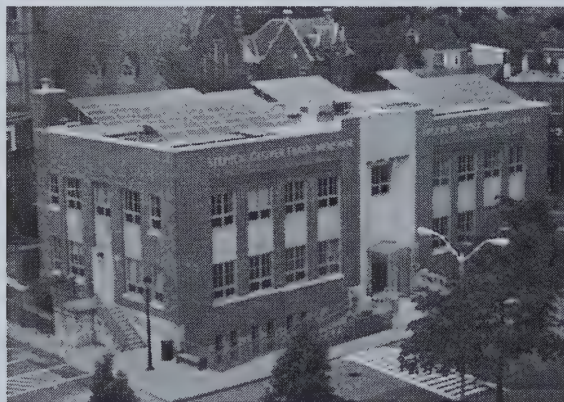
Administration

During 2011, the Department continued a formal community health needs assessment of Brookline. With support from a range of funders, the Department published Healthy Brookline, Volume 13, a summary of community health indicators assembled from a broad range of data sources. This information will be used to plan and evaluate public health programs going forward.

The Department management structure was maintained, providing for more access to the Director, and elevating core public health functions. In addition to the on-going biweekly management team meetings, periodic all-staff meetings with an educational component served to help build a sense of mission and community among staffers, and to enhance intra-departmental communication.

This year, the Department continued to be successful in leveraging non-Town resources for a broad range of projects. Over \$200,000 was raised from a variety of sources including medical centers, foundations, federal and state government, etc. In addition, eight well-qualified graduate students were recruited for internships for a variety of public health projects.

The Health Department completed the transition from the Boston Visiting Nurse Service (VNA) for providing epidemiology and public health nursing services to incorporating those functions into ongoing Health Department activities, and we maintained our outreach campaign to enroll uninsured Brookline residents in the State's mandatory health insurance plan.



Scores of individuals and groups toured the Train Memorial Health Center, Brookline's first Green Building, and the building was featured as part of the national Solar Tour by the Northeast Sustainable Energy Association. In addition, the Jennifer A. Lynch Garden of Remembrance,

located adjacent to the Health Center, provided a focal point for a number of public events.

Emergency Preparedness

The Emergency Management Team continued to meet regularly to prepare for the possibility of an emergency. The Health Department took the lead on issues related to pandemic preparation and bioterrorism and Dawn Sibor continued as our Emergency Preparedness Director. More than 230 health professionals and others have joined our Medical Reserve Corps (MRC), which provides support for Health Department activities throughout the year and will support the Health Department in the event of an emergency.



Members of the Medical Reserve Corps and Community Emergency Response Team are addressed by Police Chief Dan O'Leary

Brookline MRC volunteers attended monthly trainings in Brookline and throughout the local area this past year. During the fall, 70 MRC volunteers assisted the Health Department with providing flu shots to more than 1,400 people in Brookline.

Environmental Health Services

This Division, led by Patrick Maloney, MPAH, oversees many State-mandated programs including the licensing and inspections of food establishments, housing code inspections and enforcement actions, swimming pools, solid waste handling practices, animal, insect and rodent control, and the abatement of general nuisances. Additional concerns include asbestos removal, lead in the environment, hazardous waste, indoor air quality, and the enforcement of state and local tobacco control requirements, including the issuance of permits for tobacco retailers and monitoring the over-the-counter sale of tobacco products.

With state funding, Brookline continued monitoring compliance with the Town's Tobacco Control By-Law and pursuing complaints concerning infractions of the law. In addition, we held three workshops for apartment and condo owners regarding smoke-free housing policies, expanded our five community collaborative, and hired Wesley Chin to coordinate the program.

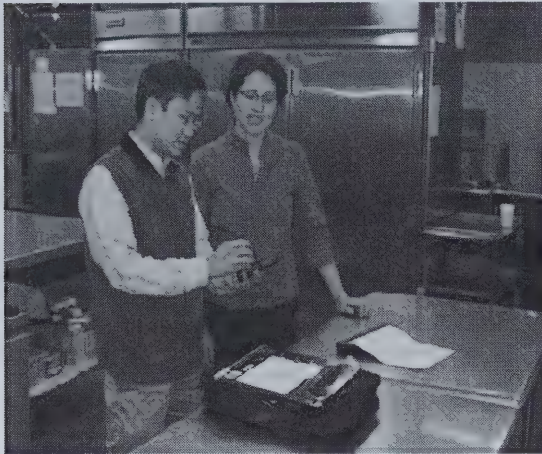
Brookline continued to be one of the only towns in the State to fully implement non-criminal dispositions (tickets) as an enforcement element to inspections. The Division completed all mandated inspections as required by State regulation (including over 650 housing and over 852 food service inspections).

Mosquito Control activities continued this summer as part of the Town Integrated Pest Management (IPM) practices. The Division treated 3,500 catch basins with a bacterial larvicide, with support from the DPW, to prevent the hatching of adult mosquitoes. We maintained our surveillance system for mosquitoes and produced information on ways to reduce risk for mosquito borne diseases.

The Division helped enforce the Town's policy on snow removal with the DPW. Also working with DPW and other departments, we continued a mercury disposal program in two Brookline locations. With support from the State Health Department we continued a program for safe sharps disposal.

The Division continues to work with the Information Technology Department to implement in-field inspectional software and data collection on hand held computers and to implement the

GEOTMS software system to replace the Permits Plus system for food establishments, camps, housing, pools, lodging houses, body art and tanning establishments.



Public Health Sanitarian Dai Nguyen reviews digital food inspection report with Sonya Elder, Director of School Food Service.

The Division responded to hundreds of requests from the public for information on indoor air quality, lead and solid waste disposal. We implemented the new guidelines for allergy awareness at all food service establishments in Brookline. The Division offered three rabies vaccination clinics in conjunction with the Newton Health Department. The Sealer of Weights and Measures tested all town weighing and measuring devices, taxi meters, and scanners to ensure accuracy.

Finally, Daniella Wodnicki, our Environmental Health Intern from Boston University, was hired to replace Megan Baldwin, who left to pursue parenthood.

Child Health

Under the direction of Gloria Rudisch MD,MPH, the Division of Child Health continued to be the Department's liaison with School Health Services and the nursing and health education staff in the schools, and oversaw all programs targeting children and youth. There continues to be a strong association with the Essential School Health Services grant, which has facilitated the transition to a full-time school nurse leader, provided for technology training and health program materials.

The Daycare Inspection Unit monitored the growing number of group day care centers (27) and extended day programs (16), and Brookline continued to be the only community delegated by the State to exercise inspection and technical assistance responsibilities to assure compliance with Department of Early Childhood and Care regulations. In conjunction with the Parks and Open Spaces Division, we created a schedule to help control playground overuse at Brookline parks. In addition, the Division maintained a regular schedule of child immunization clinics staffed by public health nurses with physician back up. Over 200 youngsters were served.

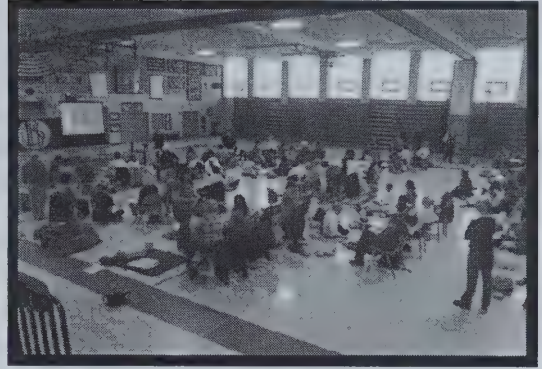
We continued to support a program to counter bullying in elementary schools. In addition, we were able to assist in maintaining the Dating Violence Intervention Program (DVIP) at Brookline High School, and we continue to work with the Students Against Destructive Decisions (SADD) program and parent education groups. We continued to support programs related to health education on many levels, served on the public school Wellness Policy Committee, and worked to support the movement toward enhanced nutrition and physical activity options in the schools. Lastly we have also worked with school nurses and other school personnel in emergency/crisis planning activities, and in controlling communicable diseases, including clusters of measles and pneumonia this past year.

Community Health Services

Led by Lynne Karsten, MPH, this Division oversees community health initiatives including women's health, adult immunization, injury prevention, elder health programs, healthy eating, and physical fitness. During 2011, the Division sponsored seasonal flu immunization clinics serving 1,400 residents, including 500 children. We continued the "Clean Hands for Good Health" campaign to educate the community on steps to prevent the spread of disease. The Division

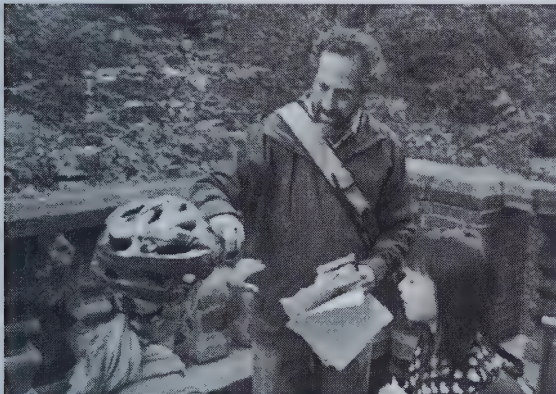
expanded its programming in physical fitness and physical activity, creating the Brookline Passport to Health and Fitness, strengthening the Town's "Brookline On the Move" brand, and continued to receive state funding to promote wellness and prevent disease and disability in Brookline.

The Women's Health campaign funded by Brigham and Women's Hospital involved organizing educational programs and screenings. With our partners at Beth Israel/Deaconess Medical Center, the Department promoted a series on healthy aging and related health issues for seniors. A Balance Exercise class that involved frail elders in a program to build muscle mass and confidence and prevent falls was offered at the Health Department.



Scores of Brookline residents were trained in CPR and the use of Automated External Defibrillators during Public Health Week.

We have continued to work with town departments to train staff to use AEDs. Currently, there are over 30 of these units in town buildings in strategic locations, in addition to those in all emergency response vehicles. Employees in all town buildings and schools where AED's are located now



Brookline's David Lowe stamps the hand of his daughter, Laura, a student at the Driscoll School, during Car Free School Day in October.

have received CPR/AED training, and 100 Brookline residents received free CPR/AED training during National Public Health Week. The Division continued to cosponsor American Red Cross blood drives at the Main Library

The Division continued work with the Selectmen's Climate Action Committee and Climate Action Brookline in their initiative to raise awareness among the Brookline community about reducing Brookline's "carbon footprint." The Division developed projects that show the

link between public health and climate change in the areas of nutrition and physical activity. During National Public Health week, we worked with the school cafeterias in promoting the "Make It Meatless" campaign, and in the fall, Community

Health played a key role in organizing "Car Free School Day," an event designed to educate school age children about climate change. Finally, we sponsored "Food Day" in October, highlighting a broad range of local programs.

Public Health Nursing/Epidemiology

The Division of Public Health Nursing/Epidemiology oversaw the investigation and control of over 130 reports of communicable disease and over 150 exposures to animal cases. Several outbreak situations, including chickenpox, whooping cough, measles, pneumonia, Noro-virus in schools and long term care facilities, were investigated and controlled. We created a GIS map to track bat exposures, created a database for rabies exposure data, and we served as a pilot site for the State's new disease tracking software.

Led by Barbara Westley, RN, the Division provided clinical support to all Department screenings, immunization programs, and other clinical activities including control of Tuberculosis and community acquired MRSA. We also provided educational sessions to community groups regarding preparation for flu pandemic (Flu @ home) and caring for children in times of

community public health emergencies.

Regularly scheduled blood pressure screenings provided over 260 patient visits. Information and referral services in the areas of foreign travel and other general health issues were also provided. Immunization clinics for under-insured residents administered over 400 vaccinations. A pilot program at the Brookline Food Pantry provided consultation on a broad range of issues.

The Division provided technical assistance on vaccine preventable disease issues, and continued to participate in the statewide initiatives addressing emergency preparedness and bio-terrorism.

Human Services/Substance Abuse And Violence Prevention Services

This Division led by Lloyd Gellineau, Ph. D. and Mary Minot, LICSW, fields programs and services in both the community and school-based settings. As with previous years, the program has assisted many town residents and employees, as evidenced by the provision of over 2,200 counseling sessions, 150 class presentations, and over 100 referrals.

The Division contributes to the Domestic Violence Roundtable Steering Committee, the Jennifer A. Lynch Committee Against Domestic Violence, and the Council on Aging. In addition, the Division provides expertise to the Community Health Network Area 18 steering committee, the Brookline Homeless Prevention and Rapid Re-housing Program, the Brookline Public Health Department's Health Insurance initiative, the Newton-Brookline Homeless Consortium, the Commission for the Disabled, two dozen community self-help groups, and charitable organizations. In conjunction with the Environmental Health Department, the Council on Aging, Brookline Community Mental Health Center, and the Brookline Community Foundation, we continued facilitating the Hoarding Task Force to develop a comprehensive protocol to manage hoarding situations in the town.

The Division maintains a Substance Abuse Program Database and a Substance Abuse Self-Assessment Survey which is on the Town's website and we continued to assist the organization of the annual bartender-training program.

The Division coordinated the prevention activities of, the Brookline Coalition Against Substance Abuse (B-CASA). B-CASA is a community effort to address the underlying contributing factors of teen substance abuse. Membership includes students, parents, police, and school staff, local clergy, youth-serving professionals, and alcohol and drug prevention professionals. The 2011 B-CASA strategic action plan included a new focus on prescription drug abuse. The Drug Free Communities Support Program grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) entered the fourth year of its five year funding cycle.

This year the Brookline Parents Education network (BPEN) was expanded in the middle grades. BPEN is a parent outreach initiative that works with Brookline schools and PTO's to engage and educate parents through newsletters, parent network groups, educational presentations, and community forums. Other projects included Students Against Destructive Decisions (SADD), the STARS summer program; the Peer Leadership program, with 45 peer leaders providing presentation to over 500 elementary school students; a social norms campaign, the "Brookline 1200 and Counting," highlighting the sixty percent of BHS students who chose not to use alcohol or other drugs in the past month (according to the most recent BHS Youth Risk Behavioral Survey (YRBS)); the Kick Butts anti-smoking campaign; and the "Think Outside the Bottle" campaign in conjunction with the Brookline High Environmental Club to reduce the use of plastic bottles.

The Division offers two intervention programs, the Brookline Substance Abuse Program (BSAP) program for students with alcohol or other drug related problems, and the Youth Diversion

Program in conjunction with the Brookline Police and Courts. Both programs offer substance abuse assessments and treatment planning, counseling, and referral to area providers.

Advisory Council On Public Health

A dedicated group of six unpaid volunteers continue to serve as members of the Advisory Committee on Public Health (ACPH). Meeting monthly, the Council provides the Director with advice on budget, policy and Town Meeting issues, health needs assessments, and a range of operational issues. Dr. Anthony Schlaff and Ms. Pat Maher were reappointed by the Board of Selectmen. They rejoin Dr. Milly Krakow, Dr. Bruce Cohen, Ms. Cheryl Lefman and Ms. Roberta Gianfortoni on the Council.

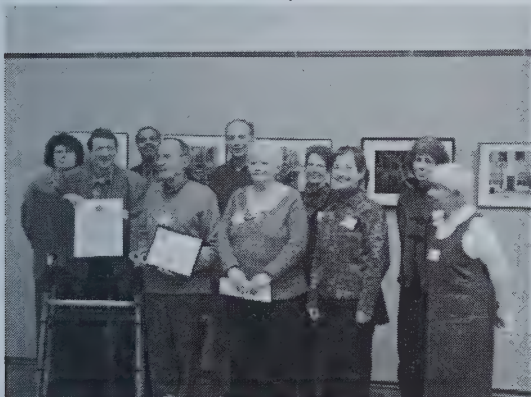
Another highlight of the year for the ACPH was the re-election of Dr. Bruce Cohen as Chair. Dr. Cohen has identified a number of important goals for the Council for the coming year, including working with Dr. Balsam to expand the Medical Reserve Corps in Brookline, fielding another Public Health Policy Forum in the spring, and continuing the campaign linking fitness, nutrition, and lessening climate change.



Advisory Council on Public Health

Friends Of Brookline Public Health

In 2011, the Friends of Brookline Public Health, a membership organization conceived to build a constituency for public health in Brookline, entered its fourteenth year. The goal of 150 individual members and six corporate members was achieved. A Board of Trustees of 15 persons,



Members of Brookline Community Aging Network (B-CAN) accepted the Carlin Community Health Award from the Friends of Brookline Public Health.



The Annual Public Health Leadership Award was presented to Suzanne Salamon, M.D. for her outstanding efforts in public health and service to the Brookline community.

including four officers, was elected, and activities included our annual meeting and reception. The Board of the Friends voted to fund several public health initiatives including a linkage with our sister city in Nicaragua, the public health on-line quizzes, the Literary Partnership, and Brookline Tomorrow: Climate Action Today.

The Friends also co-sponsored the 15th Annual Public Health Policy Forum entitled "Health Care Reform: "Are Quality and Affordability Compatible?" in conjunction with the Brookline Center for Adult and Community Education and the Council on Aging, moderated by former Governor

Michael Dukakis. The forum attracted over 200 people.

Finally, the Friends continued the Annual Public Health Leadership Award in Brookline and announced the 2011 award to Dr. Suzanne Salamon, for her outstanding efforts in public health and service to the Brookline community. The Herb Carlin Community Health Awards went to Bountiful Brookline and Brookline Community Aging Network (BCAN).



Human Relations-Youth Resources Commission

C. Stephen Bressler, Director



Created by Town Meeting in 1970, the Human Relations-Youth Resources Commission is Brookline's official agency working in the areas of intergroup relations, civil rights and youth advocacy.

Membership

During 2011, the Commission bid goodbye to members Sandra Bakalar (1981-2011), David Heist (2005-2011), and Donnelle O'Neal Sr (2008-2011). The Commission welcomed new members Jonathan Lewis and Georgi Vogel Rosen. Dr. Ed Wang continued as Chair of the Commission and Karen Fischer continued as Vice Chair.

The Commission noted with sadness the passing of former member Captain William Riley (1980-1984) and Rabbi Donald Pollock. Captain Riley was the commander of the Community Relations Division in the Police Department. Rabbi Pollock was the husband of former Commission chair Betsy Pollock (1977-1988). Rabbi Pollock participated in several of the Commission's Martin Luther King Celebrations.

Administration

The Human Relations-Youth Resources Commission full-time staff consisted of Director C. Stephen Bressler. Occasional secretarial assistance was provided by Health Department secretary Ongelita Mockabee Miles and Veterans Services secretary Ann Marie Cedrone.

In addition to his work in inter-group relations and assisting residents of the town in addressing a variety of personal and societal problems, the Director is Brookline's Affirmative Action Officer, Fair Housing Officer, Americans with Disabilities Act Coordinator, Ombudsman for CATV and staffs the Broadband Monitoring Committee, is a member of the CATV Coordinating Committee, the Home Heating Task Force, the ADA Transition Team, the Brookline Holocaust Memorial Committee, the Martin Luther King Jr. Celebration Committee, is a member of the Town's Diversity Working Group, and serves as a member of the Town's Emergency Management Team.

Committees

During 2011, the Commission had several working sub-committees: Hidden Brookline (Dr. Barbara Brown, Chair), Youth Awards (Dr. Doreen Wilkinson, Chair), Inter-Religious Understanding (Karen Fischer, Chair), By-Law Review (Dr. Ed Wang, Chair), Joseph Cronin Event Committee (Dr. Doreen Wilkinson, Chair), and Brochure Committee (Karen Fischer, Chair).

Community Relations

Commission Chair Dr. Ed Wang continued to note that the monthly meetings of the Human Relations-Youth Resources Commission offer opportunities for groups and individuals to inform the Commission of what they are doing, what actions they may be undertaking, and how the Commission may be of assistance.

On March 23 at Temple Emeth, Commission Chair Dr. Ed Wang and Director Stephen Bressler attended an assembly in support of the Japanese people following the earthquake, tsunami, and nuclear reactor breakdown. Subsequently, Chairman Wang met with the Consul-General of Japan in Boston, and was introduced to the Japanese Bostonians Support Line (Satoko Watanabe), which requested help from the Commission in finding programs to support their community.

Community Outreach

A continuing goal of the Commission is to meet in different parts of town. In 2011 the Commission held meetings at the Coolidge Corner Library and at Wheelock College. In 2011, Vice Chair Karen Fischer initiated the publishing of a revised Commission brochure which has been distributed at various town events and have been left at key areas around the town.

Initiated by Vice Chair Fischer, the Commission had a table at the Arcade Building during Brookline's November 17 First Light Celebration, where Commission brochures were given out and questions about the Commission were answered.

Police/Community Relations

On February 24 and October 26, the Commission met with Police Chief Daniel O'Leary to discuss *Police Department Racial/Gender Breakdown of Police/Community Interactions July - December 2010* and *Brookline Police Part A Crimes*, where he spoke about specific occurrences in the town, plans for new hiring, the Citizen Complaint Review Committee, cameras along the public way, concerns about loud parties and noise complaints, the departmental accreditation process, enhanced foot patrols in commercial areas, the relationship between area college police departments and the Brookline Police Department, and publicizing crimes on www.crimereports.com. The Commission also discussed police officer interactions with women and members of minority groups.

In addition to Chief O'Leary's appearance before the Commission, Commission member Captain Tom Keaveney, commander of the community services division of the police department, commented frequently at meetings on matters pertaining to police/community relations in the town.

On September 21, the Commission sponsored a presentation with Chief O'Leary on police/community relations that was held at Hunneman Hall at the Brookline Public Library. This important program was part of a continuing effort on the part of the Commission working together with the Police Department to make police work more transparent in the eyes of the public and is a follow-up to the Citizen Complaint Review Report.

The Brookline Youth Awards

With much appreciated financial assistance from the Brookline Rotary Club, the Commission's Youth Awards Committee (chaired by Dr. Doreen Wilkinson, with members Dr. Laurie Dopkins, Karen Fischer, Rita McNally, Barbara Scotto, Dr. Ed Wang, and Brookline High School student Matthew Gifford) sponsored the annual Brookline Youth Awards on May 9th at Hunneman Hall at the Brookline Public Library.

Human Relations Leadership Awards were given to Elana Ben Akiva, Maya Binyam, Sasha Brill, Catherine Marris, Teruha Stergios, and Addie Sutcliff.

Community Service Leadership Awards were given to Annie Dobroth, Spikey Freeman, Gabrielle Jablon, Theodore Rounds, Lesly Suriel, and Danielle Vishlitzky.

Letters of Commendation were given to Ethan Chan, Clarice Contente, Emily Fischer, Katya Giller, Rachel Gubar, Rafi Michaels, Holly Moy, Noah Nsangou, Saskia Randle, Anthony Roy, Devin Videlefsky, and Brian Xu.

Addressing the standing room only gathering were Commission Chair Dr. Ed Wang, Youth Awards Committee Chair Dr. Doreen Wilkinson, Brookline Rotary Club representative Rita McNally, Selectman Ken Goldstein, School Committee Member Barbara Scotto, Brookline High School student Matthew Gifford, Commission Vice Chair Karen Fischer, and Director Stephen Bressler.

Fair Housing

Director Stephen Bressler continued producing and hosting local access television program *Fair Housing Conversations*. The **January 7** show was about the Brookline Housing Authority with BHA Director Brian Cloonan and Assistant Director Matt Baronas. On **February 16** the focus was on Affordable Housing with Fran Price, Housing Development Manager, and Virginia Bullock, Housing Project Planner, with the Brookline Planning Department. During **August**, four shows (an overview of Fair Housing; Fair Housing information for tenants; Fair Housing information for home/condo owners and housing managers; Fair Housing information for persons with disabilities) were recorded with Barbara Chandler, Fair Housing Manager, Metropolitan Boston Housing Partnership, and Diane McLeod, Diversity Director with the City of Medford and a member of the Massachusetts Architectural Access Board.

Equal Opportunity

The Director prepared the federally mandated EEO-4 Report for 2011. The EEO-4 Report indicates the numbers of persons working for the town by race and ethnicity (White and protected classes only) and females. The complete report is available on-line at www.brooklinema.gov/HumanRelations and then by going to the Affirmative Action section.

Hidden Brookline

On June 8, the Brookline Preservation Commission honored the Human Relations-Youth Resources Commission's Hidden Brookline Committee "for honoring and naming the slaves of African descent buried in Brookline's oldest cemetery by placing a Memorial Plaque at the Old Burying Ground furthering the goal of historic preservation in the Town of Brookline".

During the month of April the Hidden Brookline Committee sponsored a "Slavery to Freedom" exhibit at the main branch of the Brookline Public Library. Kicking off the exhibit on April 2 was a standing room only performance at Hunneman Hall by actress Marcia Estabrook as escaped slave Ellen Craft. The "Slavery to Freedom" exhibit was later displayed at the Coolidge Corner branch library.

As part of a National Endowment for the Humanities (NEH) program "Blacks in Massachusetts History," on June 20 and 27, Hidden Brookline Committee Chair Dr. Barbara Brown led Hidden Brookline walking tours for the NEH program participants.

During 2011, Dr. Brown conducted walking tours for public school 4th graders and teachers pointing out important African-American sites in the town.

Committee member Suzette Abbott put together a Hidden Brookline virtual walking tour that is accessible on the Town website at:

http://www.brooklinema.gov/hiddenbrookline/Hidden_Brookline_Walking_tour/Map.html

A brochure based on the virtual walking tour was prepared by Suzette Abbott.

Domestic Violence

The Director served as the Chair of the Brookline Domestic Violence Roundtable and was producer for and co-hosted with attorney Susan Howards the 16th season of the Roundtable's *The Safety Net*, on Brookline Access Television's Ch. 3 and on-line at www.batv.org.

From August 19 – September 27, the Domestic Violence Roundtable sponsored an exhibit on domestic violence and which was held at the Main Branch of the Brookline Public Library.

Martin Luther King Celebration

The Board of Selectmen created a Martin Luther King Celebration Committee to plan the event in 2011. Commission Chair Dr. Ed Wang, Vice Chair Karen Fischer, members Rita McNally and Larry Onie, and Director Stephen Bressler, were appointed to serve on the Committee. The Martin Luther King Celebration was held at the Coolidge Corner Theater on January 9 to a packed house.

Joseph Cronin Event

On November 3, the Commission co-sponsored with the Brookline Booksmith an event featuring first Massachusetts Secretary of Education Dr. Joseph Cronin, author of Reforming Boston Schools 1930-2006: Overcoming Corruption and Racial Segregation, and former Brookline Superintendent of Schools Dr. Robert Sperber. Also participating was Commission member Dr. Doreen Wilkinson, a former Director of Metropolitan Programs (overseeing the METCO program) under Dr. Cronin. The event was recorded by Brookline Access Television for later broadcast.

Commission Meetings

During 2011, the Commission held nine staff-assisted regular monthly meetings. Highlights of these meetings included:

February

The Commission met with Police Chief Daniel O'Leary on 2010 Statistics and Police/Community Relations. The Commission gave the Committee on Inter-Religious Understanding the go-ahead to develop a program.

March

The Commission discussed Human Resources Director Sandra DeBow's first Diversity Report that had been presented to the Board of Selectmen.

April

Teen Center Project head Paul Epstein appeared before the Commission to present an update on plans for the new Teen Center. Chief Assessor Gary McCabe appeared to discuss a warrant article on tax exemptions for the elderly to be discussed at the annual town meeting.

May

Hidden Brookline Committee chair Dr. Barbara Brown addressed the Commission on community education efforts on the subject of the town's history with regard to slavery in colonial times.

June

Human Resources Director Sandra DeBow and Associate Town Counsel Patty Correa met with the Commission to discuss the Town's efforts at creating diversity within the Town's workforce, education and training initiatives, and the obstacles to implementing affirmative action brought about by a changing legal environment.

August

Residents met with the Commission to discuss their concerns with regard to diversity and the Town and School workforces.

October

The Commission met with new PALS Executive Director Jill Carrier and Artistic Director Andy Icochea for an update on PALS' plans for the future as well as to learn about efforts to attract members of diverse racial and ethnic groups.

November

Commission Vice Chair Karen Fischer let a discussion on Commission accomplishments and objectives.

December

Further discussion on objectives for 2012 as well as a recap of programs and concerns discussed during 2011.

Regional Programming

The Director participated in meetings of the Norfolk County District Attorney's Anti-Crime Council.

Vice Chair Karen Fischer, member Rita McNally, and Director Bressler participated at meetings of the Massachusetts Association of Human Relations/Human Rights Commissions, where he also served as secretary.

Broadband Monitoring Committee

C. Stephen Bressler, Ombudsman for CATV

Background

A 15-year license to operate a cable television (CATV) franchise in Brookline was awarded to **Times Mirror** by the Board of Selectmen (the Issuing Authority) in June of 1982.

In 1983 that license was transferred to **Cablevision of Brookline** (Cablevision Systems Corporation). In early 1984 the Board of Selectmen created the CATV Monitoring Committee to monitor Cablevision's adherence to the license. That same year the Board of Selectmen appointed Director of Human Relations-Youth Resources Stephen Bressler to serve as Ombudsman for CATV and to staff the CATV Monitoring Committee.



Broadband Monitoring Committee

In 1997 Cablevision of Brookline's license was renewed for five years. In 2001 the license held by Cablevision of Brookline was transferred to **AT&T Broadband** and was scheduled to expire the following year. In 2002 the license was extended for three years. During 2002 **Comcast** made a takeover bid for AT&T Broadband.

Comcast

Comcast provides digital cable television (converter box required), video on demand, high definition television, high speed data service (Internet access), and telephone service. Brookline residents may contact Comcast for sales and customer service at 617-731-1343 or www.comcast.com. Residents who are hearing impaired should use the Massachusetts Telephone Relay Service (711) to contact Comcast. Comcast does not maintain a customer service office in the town.

A federally-mandated three year license renewal process between the Town and Comcast concluded in 2005, with the Town denying renewal. Negotiations then commenced between the Town and Comcast to resolve differences. A Cable Television Renewal License between the Town of Brookline and Comcast was finally granted effective May 1, 2006 and will expire on April 30, 2016.

RCN

In 1998, at the behest of town residents wanting cable television provider competition, and because there were services such as high speed data (Internet access) that were not being offered by Cablevision of Brookline at that time, the Board of Selectmen awarded a ten-year license to operate a cable television franchise to RCN. The federally-mandated three-year license renewal process with RCN began in April 2005. Negotiations concluded with a new ten-year Renewal License being issued on April 28, 2008, expiring in 2018.

During 2008, RCN migrated all of their analog signals to digital. All RCN customers must use a converter box for all tiers of service. In addition, RCN provides video on demand, high definition television, digital video recorder service, high speed data service (Internet access), and telephone service.

Brookline residents may contact RCN for sales and customer service at 1-800-746-4726 or www.rcn.com/boston/. Residents who are hearing impaired should use the Massachusetts Telephone Relay Service (711) to contact RCN. RCN does not maintain a customer service office in the town.

Membership

In 2011, Fran Berger continued as Broadband Monitoring Committee Chair with Stephen Bressler serving as Secretary. Other members on the Committee were Dr. Alan Pisano and Michael Selib.

WiFi and FIOS

Galaxy Internet Services provides wireless Internet connection service in Brookline. For more information go to www.brooklinewireless.com or call 617-219-1382. The Ombudsman will take calls regarding problems with Galaxy. Through 2011 Verizon had chosen not to provide FiOS service in Brookline. By the close of 2011 Verizon had not given any indication that it would be providing FiOS service during 2012.

Brookline Access Television (BAT)

For many years the Broadband Monitoring Committee supported the development of a stand-alone local access television facility in Brookline. That vision was realized when BAT inaugurated its state-of-the art facility on the top floor of the Unified Arts Building at Brookline High School at 46 Tappan Street. The grand opening took place on March 28, 2010. The Executive Director at BAT is Peter Zawadzki.

Ombudsman

In calendar 2011, the Ombudsman handled 122 complaints and/or inquiries relative to CATV, Broadband, and other telecommunication services, up from 103 in 2010. The Ombudsman noted that calls this year related to billing problems, rates customers were being charged for service (especially rate increases), questions concerning senior discounts, requests for service, downed wires after storms, outages, questions regarding various marketing tier offerings, questions regarding comparisons between CATV and satellite dish TV, WiFi availability, as well as reception problems including disparities regarding volume, and questions as to when Verizon FiOS will be available in Brookline.

The Ombudsman may be reached at: Stephen Bressler, Ombudsman, Broadband Monitoring Committee, 11 Pierce Street, Brookline, MA 02445 or by telephone at 617-730-2330 voice or 617-730-2327 (TDD) or by e-mail sbressler@brooklinema.gov.

Committee Programming

During 2011, the Broadband Monitoring Committee chaired by Fran Berger held four staff-assisted meetings. David Green, Comcast Senior Manager of Government and Community Relations, and Tom Steel, RCN Vice President for Government Relations/Regulatory Counsel, generally attended these meetings, as did Selectman Dick Benka. The following issues were discussed during 2011:

- Comcast takeover of NBC/Universal and implications for local Comcast service
- Internet Essentials Program (Comcast/Schools Low Cost Computer Program)
- Rate Increases
- Development of a Comcast wireless service
- Comparison between CATV and FiOS
- National Emergency Alert System Test
- Comcast Investment in Boston Innovation District
- Comcast Deal to Sell Wireless Spectrum to Verizon
- Service Disruptions During Tropical Storm Irene
- Migration of Analog Broadcast Channels to Digital
- Rate Regulation in Boston and Brookline and Effective Competition
- Digital Transport Adapters

Council on Aging

Ruthann Dobek, Director



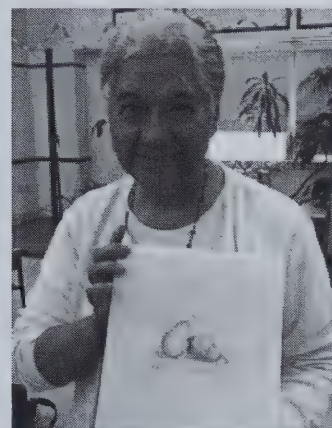
The Brookline Council on Aging, whose members include statutory representatives from other Town departments and Brookline citizens, plans, coordinates, and provides comprehensive services for Brookline's older residents and their families. Our mission is to keep elders independent and functioning members of the community and to assist them and their families in finding services, support and resources. The Council on Aging operates the Brookline Senior Center at 93 Winchester Street, which is a community-gathering place, dedicated to enriching the aging experience. It provides a rich, diverse environment with a wide range of opportunities, programs and services. The Council on Aging meets the second Wednesday of the month at the Senior Center at 1:00 p.m., and the public is cordially invited to attend.



Jean Stringham, honored with the John and Molly Dolan award retired this year as volunteer gallery curator.

Council on Aging services include advocacy, information and referral, geriatric case management and counseling, homecare, employment, income tax assistance, transportation, a monthly newsletter, and insurance benefit counseling.

Information and referral remains the backbone of our services. The Council on Aging provides telephone coverage of a designated phone line to answer questions. The questions range from where to find a house cleaner to reports of elder abuse. The Elder Resource guide with sixty different categories continues to receive accolades as one of the best resources available. The on-line guide can be accessed on the web page as well as in print and last year received over four thousand "hits."



Drawing for Pleasure - Aida

Volunteers continue to be the lifeblood of the Council on Aging. Under the skilled leadership of Vivian Freeman, volunteer programs flourish. Volunteers help in every facet of the Senior Center operation. They lead current events, movie programs, bridge, ESL classes, and BINGO among

many other programs. Local attorneys contribute their services to a legal clinic and lecture series even doing pro bono legal work for low-income seniors. Food service and reception could not function without the dedicated hours of over 30 volunteers. Volunteers totally run the senior gift cart that sponsors many of the programs at the Senior Center. Frail elders receive in-home assistance from friendly visitors, high school grocery shoppers and library delivery service.

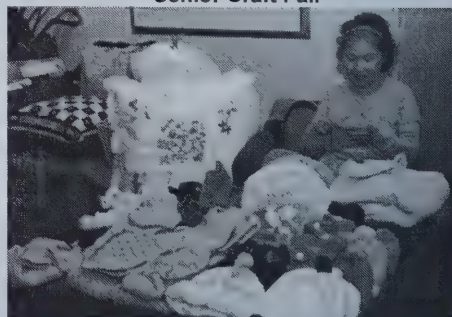
After eleven years of service the devoted and talented curator, Jean Stringham “retired.” In 2011, Jean was honored for her outstanding volunteer contribution to the senior community as the recipient of the John and Molly Dolan Award. Our 275 active volunteers were also honored at the annual appreciation lunch in April.

Programs at the Senior Center include breakfast, lunch, computer lab, gift cart, exercise classes, card games, movies, lecture series and health screenings. The Brookline Adult and Community Education Program sponsors a variety of courses, ranging from the humanities to computer skills, and area hospitals as well as the Brookline Health Department contribute health education programs. We continue to collaborate with Brookline Recreation, the Brookline Library and the Brookline Police for programs. The Council on Aging remains appreciative of the entire community and individuals who generously donate their time to ensure exhilarating mixture of classes, groups and programs that keeps the Senior Center a dynamic place to visit.

Highlights of the 2011 Programs include:

- Chinese New Year’s Festival and August Moon Festival
- Parkinsons Support Group
- Alzheimer Caregivers Support Groups- Day and Evening
- Italian Culture Festival
- Senior Craft Fair
- Wisdom Works Workshops and other JOBS programs
- SOS Restaurant Event
- Brookline Reads Programs with Brookline Library
- Concerts with Brookline Music School
- Loss and Bereavement Group
- Mass College of Pharmacy programs
- Black History Celebration with Gospel Singers
- Modern Dance Classes
- Drawing for Pleasure
- Poetry Workshops
- Open Studios Weekend Program with 7 Artists
- Age Well Lectures
- Careers in Aging Summer Program
- Spanish Immersion Programs
- Theater Club
- Zumba Classes
- Easy Travel

Senior Craft Fair



In November, Frank Caro was awarded the Unsung Hero award by the Brookline Community Foundation for his work in organizing BrooklineCAN. Since its launch last April, BrooklineCAN has spread the word about available support services and educational forums; advocated in eight areas to make the town more livable; established



Brookline CAN Reception

an exchange of information about carpenters, computer repair workers, and other vendors; recruited 50 businesses to offer member discounts; and built our membership roster to more than 300. To learn more about BrooklineCAN, visit our website www.BrooklineCAN.org.

The Council on Aging continues to supplement its operating budget from the Town by successfully leveraging 17% of its budget in additional funding. In 2011, CDBG grant funding supported the Taxi Discount Program, and part of the homecare social worker's salary as well as an important senior employment program that provides stipends to low income elders who work for the Council on Aging. This federal money was cut by 17-1/2% and is slated for further reductions in the next fiscal year. The Council on Aging continues to work with other funders to insure that there will be no further service cuts.



Autumn Benefit

The Council on Aging is especially proud of its success in privately funding a van for door-to-door transportation to the Senior Center. An important goal since the Senior Center opened, the van provides 400 different elders with over 3000 round-trip rides. On October 26, 2011, the Seventh Annual Autumn Benefit fundraising event transformed the Senior Center into an elegant ballroom. Over two hundred citizens supported the Center raising over \$45,000 while enjoying a delightful evening of delicious food, great music and a rousing game of Benefit BINGO. The supportive community ensures that we are fiscally solvent and are able to provide high quality services.

In 2011, the whole country continued to suffer an enormous economic downturn and the Council responded with more programs focused on financial security. A grant from the Brookline Community Foundation ensured that outreach for food stamps continues to help our seniors apply for that important program. Our seniors were active in community support to those in need with strong participation in raising money for food programs. The successful Stock Our Shelves event has now become an annual affair. The food cooperative program at the Senior Center continues to flourish, serving up to 75 different elders every Tuesday with produce and bread distributed by dedicated volunteers.

Veterans' Services

William McGroarty, Director

Massachusetts General Laws (MGL-115) mandate the Brookline Department of Veterans' Services to assist Brookline veterans and/or their dependents with living and authorized medical expenses. Directives issued by the State Commissioner of Veterans' Services regulate the scope of these expenses. We assist all residents receiving MGL-115 benefits in obtaining healthcare from the VA, Mass Health, Commonwealth Care or other sources. The Brookline Department of Veterans' Services administers emergency veteran's benefits to ensure that qualified veterans and their dependents receive both the help they need and the respect they deserve. The Town of Brookline appropriates 100% of the monies needed to assist the veterans and/or their dependents. A monthly report is submitted to the Department of Veterans' Services located in Boston. The Brookline Director of Veterans' Services initially approves the itemized expenditures and services. Per Massachusetts General Laws, Chapter 115, the state is required to then reimburse the Town of Brookline 75% of all approved emergency benefits. In the



beginning of 2011 the Brookline Office of Veterans' Services saw the request for emergency benefits double. As many qualified veterans lost long-term unemployment benefits in late 2010 and returned to live with family in their hometown of Brookline. This office was proud to not only assist them financially, but assisted these veterans in securing employment and or returning back to school under the GI Bill.

The Department serves as a conduit in filing for all Veterans Affairs benefits for which a veteran/dependent may be entitled, as well as other federally-funded or state-funded benefits such as Social Security, SSI, SSDI, Mass. Health and Unemployment Compensation. Veterans' benefit paperwork can often be confusing if not overwhelming; this office has extensive experience in case managing VA claims. Residents are encouraged to stop by or call (617) 730-2112 if they have any questions or concerns pertaining to state and federal veterans' benefits. We are proud and honored this year to have assisted many Brookline veterans in obtaining the VA pensions and VA Healthcare they were both entitled to, and in many cases desperately needed. We also assist veterans and their dependents that are transitioning back into the workforce. In 2011, the number of veterans requesting veteran's benefits and/or veterans healthcare nearly doubled. As the VA system absorbs more and more requests for assistance, there is a greater need to advocate for individuals trying to obtain their rightful benefits. Our office works with the Department of Veteran's Services, the Disabled American Veterans, the VFW, the American Legion and other service organizations to ensure that the veterans of Brookline receive the financial and medical benefits that they are entitled to in as timely a manner as possible. For Brookline seniors and veterans who find themselves without health insurance, VA Healthcare is an essential lifeline. This office assists in filing the paperwork necessary to get into the VA System and assist the veteran in obtaining appointments, if necessary getting to appointments and with the financial updates required to keep their VA Healthcare. Brookline veterans and qualified dependents received between \$100,000 and \$200,000 a year in new VA pensions and healthcare savings.

Through the Military Records Branch, we are able to access veterans' discharge papers of

Massachusetts veterans on-line, which saves valuable time in aiding veterans for benefits. Grave registrations are recorded to ensure that all veterans' graves are decorated with a flag on Memorial Day. Almost 5,000 veterans' graves are decorated annually for Memorial Day. The Department of Veterans Services is also responsible for ordering VA grave markers on request for the Veterans interred in Holyhood or Walnut Hills Cemeteries.



The joint efforts of the Veterans' Office, American Legion and the Veterans of Foreign Wars coordinated the ceremonies for Memorial Day and Veterans' Day. On Memorial Day 2011, the Town of Brookline rededicated the Civil War plaques honoring Brookline fallen heroes. In September 2011 the Department of Veteran's Services worked with the Police, Fire and Public Works Departments to remember and honor those who were lost during the 9/11 attacks and dedicated a bench to Manuel Del Valle, a Brookline native who died heroically as a New York firefighter rescuing his fellow Americans. Veteran's Day the Town honored municipal employees who have served and are serving in the Wars in Iraq and Afghanistan.

The continued wars in Iraq and Afghanistan have taken many of our military lives. We paid tribute to our brave servicemen and women at all our ceremonies throughout the year. The men and women returning from war are in need of many assistance programs, from rehabilitation for injuries, to Post Traumatic Stress Disorder (PTSD) from the day-to-day stress of survival. We are working with the VA Medical Center to assure that returning veterans are apprised of all available resources.

The Veterans' Office has a staff of two, Bill McGroarty, Director, and AnnMarie Cedrone, Head Clerk. Bill also works as the Emergency Management Planning Coordinator.

Please visit our website, www.townofbrooklinemass.com/Veterans, which has been improved, and updated to include links to the Veterans Administration, which is a federal agency and the State Department of Veterans' Services.

Americans with Disabilities Act Transition Team

C. Stephen Bressler, ADA Coordinator

The Americans with Disabilities Act Transition Team was established by the Board of Selectmen in 1993 as a requirement of Title II of the Americans with Disabilities Act (ADA). The charge of the Transition Team is to evaluate Town programs, services, buildings, streets, sidewalks, parks and playgrounds to ensure accessibility for persons with disabilities. Human Relations-Youth Resources Commission Director C. Stephen Bressler served as ADA Coordinator and worked with the Brookline Commission for the Disabled to address issues of mutual concern. Robert Sneiderman served as an assistant to the ADA Coordinator.

The ADA Coordinator responded to concerns of residents on the following matters. Many of the responses by the ADA Coordinator involved the cooperation of various Town departments.

Examples:

- Complaints about snow in Handicapped Parking spots in municipal parking lots. Resolved with assistance from Department of Public Works (DPW).

- General complaints about snow not being shoveled off of sidewalks and curb ramps in various parts of town. Resolved with assistance from Department of Public Works.
- Work with Brookline Housing Authority to assist disabled individuals in a variety of housing settings.
- Counseled town employees with regard to concerns about reasonable accommodation in the workplace.
- Questions regarding accessibility of new Teen Center. Teen Center will be accessible.
- Complaint from resident regarding access issues at parking garage at condominium.
- Intercede with National Grid and NStar with regard to disabled persons losing service.
- Responded to inquiries regarding accessible apartments in private housing in the town.
- Questions concerning closed captioning of local access television programs.
- Concerns expressed at the lack of assistive listening devices at some meeting sites in public buildings.
- Concern about the lack of a working accessible rest room in a restaurant in the town.
- Concerns about persons without HP placards parked illegally in HP parking spaces.
- Concerns about root systems pushing up sidewalks and the problems created for persons using wheelchairs in those areas.
- Concerns about obstacles created during MWRA sewer construction on Beacon Street.
- Concerns expressed that access to some area stores in Brookline Village might be compromised as a result of sidewalk re-construction.
- Concerns from medical office in the town regarding path of travel to accessible entrance on private way during snow storms.
- Complaint from disabled resident regarding lack of access to her apartment building during building renovation.

The ADA Coordinator, Stephen Bressler, is also the Town's Fair Housing Officer. During 2011 he produced and hosted a local access cable television show called "Fair Housing Conversations". In 2011 one program was devoted to the topic of Fair Housing as it relates to persons with disabilities. Joining Mr. Bressler on the program was Barbara Chandler, Fair Housing Manager with the Metropolitan Boston Housing Partnership, and Diane McLeod, who sits on the Massachusetts Architectural Access Board.

2011 also saw the inauguration of a local access television program called the "Disability Consumer Guide Show" produced by Mr. Bressler and co-hosted by him and Commission for the Disabled Chair Eileen Berger. A pilot program was recorded on July 25 with Karen Beth Mael, Employment Specialist, Massachusetts Rehabilitation Commission and coordinator of the MRC Greater Boston Employment Advisory Board. The show will resume in 2012.

The Brookline Health Department sponsored a free training for parents and guardians "Emergency Preparedness for Parents/Guardians of Children with Disabilities and Special Health Care Needs" on January 20.

During the month of February the Commission for the Disabled sponsored an exhibit on the History of Disability held at Hunneman Hall at the Brookline Public Library.

Lastly, the following ADA tag-line appeared on various town meeting notices: "The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. Individuals who need auxiliary aids for effective communication in programs and services of the Town of Brookline are invited to make their needs known to the ADA Coordinator, Stephen Bressler, Town of Brookline, 11 Pierce Street, Brookline, MA 02445. Telephone 617-730-2330, TTY 617-730-2327 or Massachusetts Telephone Relay 711, FAX 617-730-2388, by e-mail at sbressler@brooklinema.gov."

Brookline Commission for the Disabled

Eileen Berger, Chairperson



The Commission for the Disabled in Brookline promotes the inclusion and integration of persons with disabilities in the activities, services and employment opportunities of the community. We advise and assist Town officials in ensuring compliance with federal and state disability laws. We provide information, referral, advocacy and technical assistance to individuals, businesses and organizations in matters pertaining to disability.

The Brookline Commission for the Disabled (BCD) is authorized under Section 8J of Chapter 40 of the Massachusetts General Laws, Section 504 of the rehabilitation act of 1973, Amendment Article 114 of the Massachusetts Constitution and regulations of the Architectural Access Board. BCD has advocated against increased MBTA fares and diminished bus and train service this past year since it affects people with disabilities adversely. Our advocacy will continue through this year.

Under the leadership of Chairperson, Eileen Berger, the BCD continues to work on major access issues including access for persons with physical disabilities in the Beacon Street Reconstruction Project. The BCD, Town Engineering Division and other major stakeholders will continue to work collaboratively with the MA Office on Disability and the State Highway Department to reconcile access issues for people with disabilities.

This year we purchased several sets of accessibility ramps which are now available in the Public Health Department and borrowed by people with Disabilities in Brookline in order to increase the potential for our citizens with disabilities to access local stores and restaurants with steps and neighborhood and family gatherings.

Over the past year BCD met with the Massachusetts Architectural Access Board executive director on the current changes in applications for variances for disability access to new facilities, accessible housing issues, processed architectural access board complaints and variances. We have met with the ADA Transition Team Director on compliance, the Town Engineering Division and others on the accessibility of the Carlton Street Footbridge project and other projects affecting community accessibility. We also met with the DPW on snow removal, the Health department on emergency preparedness, and local business organizations to provide BCD support for inclusion for people with disabilities in community services and opportunities. We

have met with the Cambridge Disability Commission and plan to meet with Boston and other communities to share best practices and form partnerships in providing support for our local constituents.

We formed a partnership with the ADA office in Brookline with Steve Bressler to co-host a new local TV show "The Disability Consumer Guide Show". To date we have completed four public service shows focused on the services available for people with disabilities in Brookline. Our current initiative which is in the planning stage is to develop a Technology Innovation Fund. Proposals will be submitted two times yearly for persons with disabilities ages 18-25 making the transition to post-secondary learning and in need of access technologies in order to be successful in the pursuit of a degree or licensure skills.

An art exhibit on the History of Disability was displayed in the Hunneman Hall at the BPL in March. The BCD is also planning to initiate an annual community-wide Disability Fair and continue using BAT programming to reach people with disabilities in the community.

Diligence of the board members has effected positive changes in the signage and posting of emergency access routes in Brookline High School thereby increasing the safety and access of Brookline citizens using the our community high school.

In the coming year we will continue develop local initiatives that benefit citizens with disabilities, to include liaisons from the Brookline Engineering and Building staff to ensure technical expertise on the Board and will continue to build partnerships with the media, town departments, organizations to insure access of citizens with disabilities to community spaces and public and private facilities, activities and services.

Brookline Commission for the Arts



The Brookline Commission for the Arts (BCA) serves as the Local Cultural Council for Brookline. The BCA is primarily responsible for the stewardship and disbursement of a yearly financial allocation from the Massachusetts Cultural Council (MCC) to fund local artists and arts and cultural organizations serving the Brookline community. The BCA also oversees the Town Hall

Wall exhibition series, serves as an approval board for public art requests for the Town, and as an advisory board to the Selectmen on arts-related projects.

Grant-making Activities

22 individuals or organizations applied for grants in 2011. This number was down slightly from 2010; however the numbers included many first-time applicants, many of whom received awards.

Total amount applied for: \$23,555.

BCA 2011 allocation from the MCC: \$8180 (down \$280 from 2010).

We had feared the funding budget would be cut even more, but BCA commissioners contributed to the MCC's initiative to contact members of the State House in support of continued funding.

Total amount granted: \$9,470

The MCC allocation was supplemented with funds granted but unused in 2010.

MCC grants were awarded to the following individuals/organizations in November 2011

Coolidge Corner Community Chorus; The Roland Hayes Project; The Genki Spark; Studio Without Walls; Ricardo Frota @ Coolidge Corner Library; Puppet Showcase Theatre; Patricia Timothy, Non-Event; Lincoln School (Willy Wonka); Brookline Libraries; Martha Leader; David Fichter; Brookline Symphony Orchestra; Dance Caliente; Gregory Maichack.

Town Hall Walls This project continues to thrive under the direction of Brenda Sullivan and a sub-committee comprised of BCA Commissioners and Brookline arts professionals. The following artists exhibited in 2011:

Iris Sonnenschein; Vivien Goldman; Marion Cohen; Pat Goeters; Kristin Ford; Jonathan Fine; Mimi Katz; Gwen Ossenfort; Miriam Salome; Karen Chakraborty; Carol Miller; Madeline Fine.

Other Activities

A Grant reception was hosted in May by the BCA at the Main Library where each grantee made a short presentation about their project. Grant workshops were hosted by the Commission in June and September for artists and organizations. These were free and publicized online, via email, and in the Brookline *Tab*, and attracted several people new to the application process.

Brookline Poet Laureate

In February 2011, Zvi Sesling and Selectman Ken Goldstein met with the BCA to ask for assistance to establish a Town Poet Laureate. A subcommittee drafted a proposal and all Commissioners participated in research, community outreach, and proposal review. The proposal was presented to the Board of Selectmen on January 17, 2012 and was unanimously approved.

Personnel Changes

Commissioner Gavin Andrews, who served for three years as an excellent Co-Chair, resigned that position but, fortunately for the Commission, assumed the duties of Treasurer for the BCA. Jonathan Lewis and Stuart Steck joined the Commission. Gillian Jackson, who had performed vital service as Treasurer, resigned from the BCA to become its new Administrator in the Spring. She has since streamlined many of the financial procedures and improved our public visibility, including the development of a Facebook page.

Brookline Commission for Women



The **Brookline Commission for Women** (BCW) strives to support women in all aspects of their lives and to promote the cultural, racial, and economic diversity of Brookline. We accomplish our mission by making ourselves a visible resource for women in the community; collecting and disseminating information on women's issues; cooperating with other town agencies, other women's commissions and service organizations for addressing women's issues; raising funds in support of our mission; offering programming consistent with our mission; and bringing women in Brookline together.

In January 2011, the BCW held its **3rd Annual Children's Clothing Drive**. Hundreds of pieces of clothing and toys were collected during this two-day drive. Clothing was distributed to 23 local families as well as to Eastern Service Workers and to Newborn Necessities, an outreach program at Massachusetts General Hospital.

In March 2011, the BCW held its 19th annual essay contest among 5th, 6th, and 7th graders. Each year, students are asked to write about a "**Woman Who Inspires Me**." The essay contest winners and the special woman in their lives are invited to a reception to honor these exceptional women who have impacted so many young people. Also as part of this event, the BCW honors one woman from the community who has made a remarkable impact on the Town and people who live here. The **2011 Brookline Woman of the Year** was Janet Selcer, Executive Director of the Steps for Success Program. This event is held each March in celebration of National Women's History Month.

In November 2011, the BCW held its **7th Annual Dress for Success Clothing Drive**. The Dress for Success program is a not-for-profit organization that offers services to underprivileged women entering the workforce. Each client receives one suit when she has a job interview and a week's worth of separates when she gets the job. Thousands of pieces of clothing, gloves, scarves, shoes, accessories, and winter coats were collected during this two-day drive. Recognizing the need to collect the winter coats at the beginning of the cold season, the BCW held a fourth (and our 7th) winter coat and clothing drive in November and raised thousands of pieces again for the Dress for Success Program and the Women's Lunch Place.

Looking forward into 2012, the BCW is planning to continue its work to support and promote women in Brookline. We look forward to celebrating our 20th Annual Women who Inspire Us Event on March 29, 2012, co-sponsored by the Brookline Community Foundation. We continue to use social media to reach women in the community and share important news related to women, thereby making us more accessible and more

informative to our community. We are working with BATV on a PSA to get more women in the community involved in our programs and events. New initiatives have been added to our agenda which include partnering with the Brookline Health Department for a program during National Public Health Week in April 2012, running another children's clothing drive, another women's clothing drive for Dress for Success, selecting a theme around which to develop future programs, and holding more forums on money management.

INFORMATION TECHNOLOGY DEPARTMENT

Kevin Stokes, CIO

Administration

2011 was a busy year for the Information Technology Group. Chief Information Officer, Kevin Stokes, Director of Applications, Feng Yang, Network Manager, Zeray Assefa and Help Desk Manager, Karen King continued to meet with department heads, users and residents to ensure technology solutions are continuing to drive efficiency and transparency in our daily operations.

The Town continues to invest in technology in order to improve departmental operations, enhance citizens' interaction with their local government, and realize efficiencies. Often times, a relatively small investment in IT can yield significant results, whether they be a decrease in operating expenses, an improvement in service delivery, or an improvement in a resident's experience in conducting business with a department.

The IT department continued to streamline operations, examine processes and re-align partner relationships in support of Town and School departments. Continued investments in infrastructure ensure that adequate network and storage capacity allow for continued growth and processing power of the "Brooknet" computer network.

Application Management

It has been another productive year for the application management group under the guidance of Ms. Feng Yang, Director of IT Applications.

The group has the following technical staff: Ben Vivante, Web Developer; Jed Fehrenbach, GIS Database Administrator; Gene Sun, SQL Server Database Administrator; Sheetal Goel, Student Applications Manager; Dale Junicke, Programmer Analyst; and Steve Sullivan, Senior System Analyst. Former System Analyst, Paul Boothroyd in his short tenure of 6 months has done a great deal to enhance our work order management system. Steve Sullivan joined us in March. He has brought with him years of professional application support experience in the private sector, and is a great addition to the applications group.

We continue to apply best practices in managing application life cycles, and keep all major enterprise and cross-departmental applications up to date. In the meantime we have implemented new application functionalities, streamlined many operational tasks, worked with users to automate business processes, and applied new technologies to help improve efficiency. We also looked beyond the next general release by reviewing and discussing with all vendors regarding their product roadmaps to plan our resources better.



Our major initiative in 2011 was the rollout of BrookONline portal which included a suite of web applications that

transform the way residents, visitors and businesses of Brookline transact and interact with town government via three offerings:

1. BrookONLine Information – this is the place to stay informed. Anyone interested in receiving notification of meetings or signing up for Twitter feeds can register and create a profile. Unlike the prior email listservs, this feature allows for the choosing of specific boards / commission meeting notices rather than receiving notice of all meetings. Other information sources are available, including Police, Recreation and Transportation tweets, news regarding specific libraries, and BHS PTO email lists.
2. BrookONLine Notifier – this application empowers citizens to directly notify the proper town department of needed repairs (potholes, streetlights, etc) via a smartphone (iPhone or Android). Once downloaded for free, “citizen reporters” can report and receive updates on submitted requests, which are automatically routed to field staff for investigation. In addition, all submitted requests are posted on-line so the status of the requests are available for all to see.
3. BrookONLine Payments – this new payment service offers a centralized payment portal. While residents have been able to pay bills on-line for a decade, this enhanced bill payment system allows for paperless billing, the setting up of automated payments, and the viewing of payment history.

Check out the App Store!

With the growing smartphone users and as part of the BrookOnline portal, iPhone and Android applications are developed for residents to request town services or report a problem. A smart phone application was developed to expand our online “Where Am I” resident information site to the android platform. Users can download the app from the Android Market for free and by typing in an address or using the built-in GPS location, they can easily find out where the closest T stop or bus stop is, where the closest library is, where the closest public park is, and which school district and buffer zone they are in. We expect to have the Iphone version available in the very near future. We are working to refine these functionalities and roll out more useful mobile applications. Check out Mobile App Store on the Town’s web site at <http://www.brooklinema.gov/app-store>.



School Applications

Aspen Student Information System Maintenance

Into the fourth year of Aspen student information system, many system administration tasks were conducted such as system upgrades; portal and EPIMS; user account and role management; Year End Rollover; custom reports and templates; imports and exports such as SASIDS, PCG, Food service; uploads of student photos; wrapping up legacy data issues.

BHS Parent Portal is Now Open!

High School parents now can use one login to securely access the following information for all of their children from just about anywhere via the internet.

- Academic information: Spot red flags early with realtime access to your child’s academic information and be confident knowing you are receiving important documents like progress reports and report cards.
- Attendance
- Family contact and emergency information
- Calendar
- Links to school-related websites

Destiny School Library System

This summer we upgraded the school library server and application during school vacation, imported student photos, and continued automated data extraction from the Aspen student information system to destiny.

Health Office Nurse System

We also upgraded the health school office server and migrated to a new virtual machine, set up daily imports, applied immunization patches, and successfully completed year end rollover.

Fitnessgram

A new server was built, set up and upgraded to the latest general release. Data was extracted from Aspen, students were promoted and student data was imported for all schools.

BlackboardConnect

All student contact information is uploaded daily from the Aspen student information system to the BlackboardConnect phone and email notification system allowing school administrators and teachers to communicate with parents. Staff information is also uploaded at the beginning of the school year.

Network Operations

The Network Operations Department under the direction of Zeray Assefa, Manager Network Operations and Network Administrators, Gary Vogler and Ren Avellani continue to increase capacity, performance and bandwidth for our BrookNET Computing environment.

Public Safety Network Upgrade The Brookline Public Safety network was recently upgraded to provide additional capacity and redundancy. With a greater emphasis on Homeland Security and regional collaboration, the ability to provide access and to share information between Public Safety departments and personnel is critical in efforts to best protect the community.

Brookline High School Wireless The network at Brookline High School was recently upgraded to support building wide wireless access. The expanded infrastructure allows for administrative staff, educators and students leverage additional connectivity to educational and collaboration resources.

Internet Bandwidth Increase Working with the Purchasing Department, IT was able to secure a new contract with our Internet provider to increase our available bandwidth to the Internet by a factor of 5X to 250Megabits. The increase was negotiated at no net increase to our existing cost model.

Public Library Network Upgrade The Brookline Public library network infrastructure was migrated to newer technology as part of a technology lifecycle upgrade. The enhancements should provide additional stability to the operations and patrons of the Library.

Help Desk

In 2011, the IT Help Desk had more than 6,200 work orders opened; most were closed in under three days. In addition, the annual replacement of desktop computers resulted in the installation of over 500 new computers across the Town and School.

The Division played a key role in implementing a standard desktop power management application which will allow for better control and analysis of power consumption for all Town and School desktop computers.

Major projects for 2012 include the evaluation of new Help Desk software, to provide better data and analysis, problem tracking and asset management.

FINANCE

Stephen Cirillo, Finance Director

Overview

The Department of Finance was created by MGL Chapter 25 of the Acts of 1993. The purpose of the Act was to consolidate all of the fiscal and financial related activities of the Town into a single department in order to attain efficiencies and economies of scale, to reduce or eliminate duplication and overlapping of services, responsibilities and functions, and to improve the communication and coordination between and among the various offices and agencies of the Town.

Treasury Division

In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer is pleased to submit this annual accounting of the total cash receipts and disbursements for the fiscal year ended June 30, 2011. In addition, I have also included a summary of the highlights of the activities and accomplishments of the Department of Finance's Treasury, Collecting, and Payroll Sub-Divisions for the year. Details of cash transactions and debt activity are also contained in the Annual Audit Report, which is found in the Town Comptroller's Office, the Library, the Town Clerk's Office, and the Brookline web-site at www.brooklinema.gov. I believe that this approach provides more relevant information to our readers.

This Department of Finance was created in 1994 with the consolidation of several independent departments. The reorganization has continued and has strengthened. The functional workgroups that were initially created to provide more effective service and internal cross training are working out very well. Internal coverage for periods of peak needs was expanded. The specialized tax administration units continue to demonstrate their value to taxpayers. Indications are that public service has significantly improved. As will be noted below, with the use of electronic commerce techniques and an after hours Town Hall mailbox, we have developed a 24 hour/7 day per week service capability to our taxpayers.

Payroll Sub-Division

The Payroll Sub-division continues to streamline processes to ensure accurate and timely payments to employees, payment of associated payroll taxes and various payroll deductions. The Sub-Division is a function within the Treasury Division of the Finance Department and works under the direction of the Town Finance Director and the Deputy Superintendent of Schools. The Sub-division welcomed Nancy Goodhue who has taken on the responsibilities of all retirement related items; such as, the 457(b) plan, 403(b) plan, OBRA plan, Town and School Retirement and also all verifications of employment. This position is a part time position and has freed up valuable hours for both Payroll Coordinators.

The Green initiative called "Green Payroll" has increased the volume of paperless checks to 23% participation for Town employees and 38% participation for School employees. In addition more departments are sharing information in Laserfiche, the image documentation system, eliminating the need for duplicate copies of the same information. Both initiatives have not incurred any additional costs to the Town.

The Sub-division has continued to participate in discussions regarding new HRIS software. In addition the Sub-division has also been involved with the implementation of new scheduling software, Firehouse, for the Fire Department. This software will produce a more accurate time import, eliminating date entry into the payroll software. Adult Ed has streamlined their processes for new hires and is using the creative "workflow" process in Laserfiche. In addition a time import with the AESOP software for the School Department has eliminated most of the data entry for time off for school teachers and aides. We have also worked closely with the IT department in reducing the amount of "USED" disk space within Laserfiche by eliminating duplicate documentation and reproducing PDF files.

The Sub-division is responsible for the oversight of all payroll activities including accurate and timely payments to over 1,300 Town and 2,175 School employees, along with the related employee and employer deductions,

taxes, wage reporting, and collective bargaining compliance issues. This unit oversees and audits payments of over \$127.3 million in payroll along with the related \$22.5 million in a vast array of deductions and \$21.3 million in several payroll taxes.

The Sub-Division has expanded services provided to all departments with training programs, monthly drop-in seminars and easy access to department specific reports. The payroll section of Brookline's new intranet has been updated to include more information to keep employees informed with easy access to all payroll forms and any payroll changes.

Cash Management Sub-Division

This Division is responsible for the collection and maintenance of all revenues from all sources, as well as the management and safeguarding of all funds, the administration of all debt and the proper disbursement of all funds. In summary, the aggregate receipts and disbursements for the fiscal year that began on July 1, 2010 and ended on June 30, 2011 are as follows:

Cash & Invest 7/1/2010	\$ 76,866,357.74
FY 2011 Cash Receipts	269,783,361.39
FY 2011 Disbursements	<u>(256,311,846.48)</u>

Town Cash & Invest 6/30/2011	90,337,872.65
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Library Cash & Investments	4,314,180.00
Retirement Cash & Investments	<u>212,061,783.00</u>

Total Cash & Investments	\$ 306,713,835.65
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\$400,352.24 in investment income was earned during the year. This was a decrease from the prior year and was the direct result of the numerous reductions in interest rates that the Federal Reserve Bank voted during this period because of the poor economic climate. We continued to exercise the aggressive cash management program that was instituted during the latter part of 1994. This enabled us to continue to maximize the rates of returns despite the economic recession and helped mitigate the reduction in earnings that was being experienced throughout the world. Use of an automatic "sweep" account that invests funds each night, along with a weekly interest rate bidding request program, have insured that we are able to obtain the highest rates available while maintaining safety and liquidity throughout the year. Higher risk type investments, such as derivatives and similar devices, are specifically avoided. The Town has now implemented the "Prudent Investor" standard.

Bank Service Charges

Through an on-going competitive bidding program, we continued to attempt to minimize bank service costs while the level of bank services increased. Our costs were \$100,088 in FY2011, which was directly attributable to our Electronic Commerce, reduction of interest earnings to offset expenses, and credit card acceptance initiatives that were introduced during the second half of fiscal 2001. In the last decade, bank service charges were costing us about \$150,000.

Debt

As of June 30, 2011 the Town had debt obligations of \$75.9 million in principle and \$17.7 million in interest payments. During 2011, the Town borrowed \$11.025 million for several projects, including the Runkle School construction, Golf Course Improvements, and Water System Improvements.

Accounts Receivable Sub-Division

For Fiscal Year 2011, this Sub-Division was responsible for the billing, collection, recording, and reconciliation of annual property taxes (\$155.2 million), Personal Property taxes (\$2.66 million), Motor Vehicle Excise taxes (\$5.4 million), Water & Sewer Utility Fees (\$24 million) and Refuse Collection and Disposal Fees (\$2.66 million).

In 2003, this Sub-Division was reorganized under the leadership of an Assistant Collector. In FY2004 the Sub-

Division began to reconcile accounts receivable on a monthly basis, providing a more efficient year end closure of the Town's financial books. In 2005 the Sub-Division assumed responsibility for posting all water and refuse payments.

Another accomplishment of the Sub-Division was to shorten the age of accounts receivable. The accounts receivable of six prior fiscal years within the Personal Property Tax receivables class have been collected and closed out. Prior year excise tax receivables have also been collected, abated and closed out.

In the last fiscal year the Sub-Division implemented a new internet payment system. The new system includes voluntary paperless billing, automatic payments, scheduled payments and the ability to view payment history.

Property Taxes

The aggressive delinquent collection campaign that was initiated in 1994 continued during the year. Unpaid taxes remained among the lowest they have been in over 25 years. The collection program described in the 1994 Annual Report has been very effective. Uncollected property taxes as of June 30, 2011 were \$1,541,851 representing a 99.01% collection rate.

Municipal Lien Certificates

An important responsibility of this Office is the timely and accurate issuance of municipal lien certificates (MLC's). This document is required before buyers and sellers of property can finalize any agreements for the transference of any real property. Lawyers and mortgage lending institutions depend upon this service. The owners of property about to be conveyed generally require immediate attention. We issued approximately 1,835 MLC's during FY2011, some for Town use. Improvements in automation have reduced the completion time to approximately two days. MA General Law requires these documents to be completed within ten working days of receipt. We continue to receive many favorable comments for timely and accurate service from the various legal firms in the area.

Motor Vehicle Excise

We continued to participate in the Registry of Motor Vehicle license renewal and registration renewal marking program. The failure to be able to renew these two important permits has proven to be a very effective collection stimulus. Uncollected excise at the end of the year was \$425,846. We continued to collect over 92.09% of the more than 32,436 bills issued each year on a timely basis.

Summary

Again, your Treasurer/Collector presents these accomplishments with pride. They signify our collective efforts on behalf of our community. One of the most significant messages subliminally contained within this report is that the staff is a team of professional public sector employees. A strategic initiative of cross-training has created a dynamic yet flexible staff that can address any issues that are presented. They take pride in providing a high level of quality service for their constituents. As the manager of the Division, I express my genuine appreciation to this exceptional staff of dedicated people who continue to make this all happen. My very personally satisfying job and our many successes are a direct result of their exemplary performance. I remain forever grateful to each and every one of them.

I also wish to thank the Community for their continued support and response to all of our appeals. Tax collecting is never a "fun" task, but the vast majority of our taxpayers understand what we need to do in order to keep our financial house in good condition and this understanding is what enables us to present these accomplishments. We really are grateful to all of you.

Comptroller's Division

The Comptroller's Office is responsible for the timely and accurate processing of vendor payments, cash receipts and general ledger transactions, and numerous federal and state reporting functions, including the

Commonwealth's Schedule A and free cash certification. In addition, the Comptroller served on the Brookline Contributory Retirement System.

Accounts Payable personnel, in conjunction with input from a variety of Town departments, continued to service nearly 4,900 active vendors, processing 34,735 invoices during calendar 2011, which resulted in over 18,500 vendor payments totaling more than \$191 million.

During 2011, more than \$13.2 million was transmitted via 943 electronic funds transfers (ACH). 879 1099's were issued in January, 2012 to vendors who provided services during calendar 2011 in excess of \$600.

The Accounts Payable personnel routinely audits all invoices before the payments are processed and then matches up the resulting checks with their supporting documents for archiving in-house. In addition, the accounts payable team has spent considerable time and effort training departmental users throughout the School and Town in the appropriate use of the accounts payable system.

Financial Reporting

The Comptroller's staff worked closely with the auditors to ensure compliance with Generally Accepted Accounting Procedures and the promulgations of the Government Accounting Standards Board in the daily financial activities of the various Town departments and in the preparation of the Town's annual financial statements.

Personnel, Schools, DPW, Water & Sewer, Building, Fire and Police Departments are utilizing the General Billing module. 3,824 General Billing invoices were processed for a total of 1,521 customers during calendar 2011, for a total of \$4,014,547.74 of which \$3,364,030.45 was collected through December 2011.

The Comptroller's staff continues to provide training and support for the departmental users in General Ledger queries and reports and Accounts Payable, General Billing and Cash Receipts input and processing and reporting of departmental financial data via in customized Crystal Reports developed in the Comptroller's Office. By the end of calendar 2011, 212 users in the Town and School offices have been trained in the Town's MUNIS Financial system in basic Crystal Report running. The Comptroller's Office is currently providing more than 4,000 customized reports to various departments in the school and town.

As of the end of fiscal 2010, on advice from the Town's independent auditors, the Comptroller's Office switched the system for accounting for fixed assets from MUNIS to AssetAide, a stand-alone fixed asset program used by many other communities in Massachusetts. This switch resulted significant economies of effort with a more readily understood final product.

In all, nearly 25,000 journal entries were processed to the general ledger during calendar 2011, including 7,187 accounts payable batches, 841 budget related journals, 9,368 cash receipts journals, 264 cash disbursement journals, 601 general billing journals, 957 general journals, 11,105 purchase journals, and 113 payroll journals.

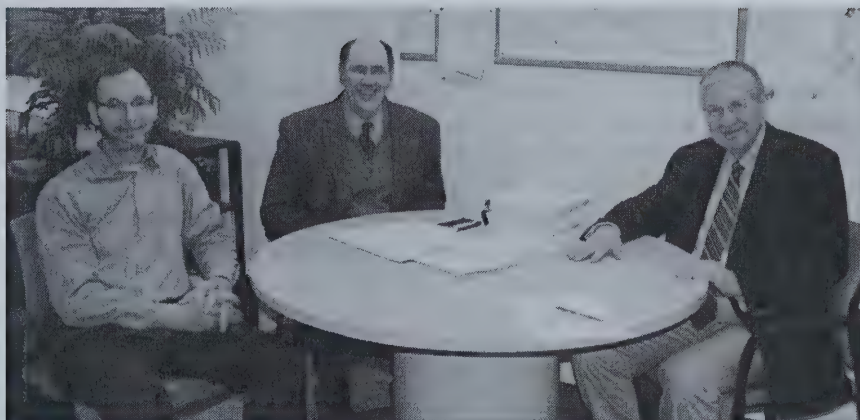
In response to recommendations by the Town's independent auditors (Powers & Sullivan), the Comptroller, along with key management personnel, continued work on a fraud risk assessment process and fraud policy for Town and School personnel. The fraud policy for Town and School personnel was finalized and adopted in late calendar 2011, and two departments have completed the fraud risk assessment questionnaires.

Closing

The Comptroller and her staff worked closely with other key departments to enhance internal controls and financial processing and reporting with the Town. The Comptroller gratefully acknowledges the fine efforts of her staff, in conjunction with the efforts of other Town Departments, which have contributed to this highly successful year.

This will be my last annual report, as I plan to retire in September 2012. I have enjoyed my work in Brookline and look forward to the next phase of my life's journey.

Assessors Division



Board of Assessors

L-R: Mark Mazur, Gary McCabe and Harold Petersen

The mission of the Board of Assessors is to assess all property in the Town of Brookline in a fair and equitable manner and in accordance with the laws of the Commonwealth of Massachusetts, the guidelines of the Department of Revenue and the Uniform Standards of Professional Appraisal Practice. Our purpose is to promote the fair and equal treatment of all taxpayers in the Town of Brookline in the administration of the property tax, motor vehicle excise tax and related exemptions; to assess all property at its full and fair cash value as of January 1 or each year and to employ valuation methods and techniques appropriate for each class of property and to maintain public records necessary to administer the taxes of the Town of Brookline and to objectively review the petitions and concerns of taxpayers.

Accomplishments

Fiscal year 2012 is a triennial revaluation and state certification year for the Board of Assessors. All property was reassessed using the Town's computer-assisted mass-appraisal (CAMA) system. The system incorporates mass-appraisal valuation models, including; replacement cost new less depreciation models, direct capitalization income approach models, and multiple regression market models. The results are tested against current arms-length transactions to measure assessment levels and assessment uniformity by property class. The state Department of Revenue conducts an audit of the results, which includes additional statistical tests for horizontal and vertical equity within and between property classes and performs a procedural review of assessment practices and database integrity. The revaluation was certified by the Commissioner of Revenue in December 2011 prior to the annual tax classification hearing held by the Board of Selectmen and approval of the Town's fiscal year 2012 tax rates.

The Brookline real estate market continued to show its resiliency; the average sale price of a single family home in 2010 was \$1,387,300, almost identical to the 2009 average of \$1,391,600. The average sale price of a residential condominium unit did decline slightly to \$540,200 in 2010 over the 2009 average of \$545,800. Overall the assessed value of all taxable property in Brookline increased 2.26% to \$15.26 billion. Residential property value increased 2.02%, while the combined class of commercial, industrial & personal property (CIP) increased 4.64%. The result was an overall shift of 0.22% in the total tax base to the commercial classes. Within the major property classes, there were also subtle value shifts. Single, two & three family values outpaced residential condominiums, which resulted in a subtle shift within the residential class to the single's, two's & three's. Within the CIP classes; commercial values increased 2.41% overall, but the value of personal property increased 23.23% due to the revaluation of the two regulated utility companies by the assessors based on recent legal opinions of the Appellate Tax Board and state Supreme Judicial Court on valuation methodology. The impact on the tax base was a 2.1% shift within the CIP classes.

To help alleviate the financial pressure on certain senior homeowners, the Board of Assessors co-sponsored, with the Council on Aging, a Town Meeting article to expand the eligibility for tax relief provided under the Elderly Tax Exemption permitted in General Laws Chapter 59, sec. 5, clause 41C as follows:

1. To reduce the requisite age of eligibility from 70 years to 65 years of age;
2. To increase the income limit described as the preceding year's gross receipts from all sources from \$13,000 to \$20,000 for single taxpayers;
3. To increase the asset limit described as the whole estate real and personal, from \$28,000 to \$40,000 for single taxpayers;
4. To increase the income limit described as the preceding year's combined gross receipts with his/her spouse from \$15,000 to \$30,000 for married taxpayers;
5. To increase the asset limit described as the whole estate real and personal, from \$30,000 to \$55,000 for married taxpayers; and
6. To exclude from the computation of the whole estate that real property occupied as his/her/their domicile except for any portion of said property which produces income and exceeds three dwelling units.

Town Meeting adopted the article, which was then implemented for FY2012. The anticipated result is an increase in the number of seniors receiving the exemption. The Assessors continued to assist the Town Administrator and Finance Director to promote and expand the town's payment-in-lieu of tax (PILOT) program to additional tax exempt organizations in Brookline.

2012 Objectives

The Assessor's will continue the multi-year effort to expand the use of the Town's Web-site to provide more property data to the general public and to expand into the area of on-line filing of selected abatement and exemption applications. The Assessor's staff will also continue to expand the use of the Town's computer-assisted mass-appraisal (CAMA) system to develop additional valuation models that will allow taxpayers greater access to and understanding of our assessment decisions. The Assessors will also continue to be diligent in the discovery of taxable property and allowable levy growth for fiscal year 2013 and beyond using the Town's technology resources and sound assessment practices.

The table below contains a comparison of the FY2011 and FY2012 total assessed values by major property class.

Property Class	FY11 Valuation	FY12 Valuation	Δ
Residential	13,550,832,800	13,824,754,700	2.02%
Commercial	1,216,769,000	1,246,068,700	2.41%
Industrial	13,417,000	14,135,000	5.35%
Personal Prop.	145,418,280	179,205,020	23.23%
Total Taxable Property	14,926,437,080	15,264,163,420	2.26%
Tax Exempt	1,640,844,900	1,871,907,300	14.08%

Purchasing Division

The Purchasing Division is responsible for the procurement of all goods & services for all Town and School Departments. The Division's ongoing role is to ensure that all Departments are getting the best value, by using good business practice, quotes, bids and proposals, as well as established contracts. The procurement

process complies with applicable laws, such as M.G.L. Chapter 30B, which was enacted by the State and adopted by the Town in 1990.

Purchasing manages all subsequent contracts and agreements that are entered into by Town and School Departments. General Services is part of the Division, providing mail and printing support for Town and School departments.

Personnel

The Purchasing staff is: Chief Procurement Officer David Geanakakis, Procurement Officer Mary Clover, Buyer Richard Saville, and Clerk Leonore Nicolay. General Services staff is: Supervisor of Mailing & Printing Timothy Sullivan and Mail Clerk Morgan Laing-Buckland.

David would again like to thank all Division staff for their assistance over the past year, and for providing a consistently high level of service to Town and School Departments on a daily basis.

Purchasing Activity

During the past year, the Purchasing Division issued over 9800 purchase orders and conducted 90 public procurements, for the various departments. Procurements are done using the appropriate open and competitive process. With the assistance of the requesting department, Division staff develop specifications, investigate and seek out potential vendors, evaluate and award contracts, and monitor vendor performance.

Contracts for goods and services are managed by the Division staff and used by all Town and School departments. Cooperative and State contracts are used when applicable. Examples are: office supplies, school lunches, copiers, information technology, telecom, furniture, consultants and insurance. Significant items from the past year were:

- Town Department Bids and RFPs: Truck for 32 Yard Packer Body, DPW Equipment Lease Financing, Taxi Medallion Consultant, Fire Rescue Truck, Sidewalk Tractor, Replacement Factory Remanufactured Engine for Fire Truck, Use and Occupancy of 96 Grove Street, Water Meters Stock, Construction Testing and Inspection Services, Professional Auditing Services, Peer Review Consulting Services - 3 Types, Scheduling Consulting Services, Castings Water Works Supplies, Fisher Hill Architect, Level 2 Construction Test and Inspection Services - Runkle, Executive Search Consultants Fire Chief Position, Coin-operated Photocopier and Print Vend Service - Library, Annual Service Contracts for Building.
- Modified and updated existing contracts, through research and new bids, to improve levels of service and quality of goods.
- Took advantage changes in MGL Ch. 30B that allowed purchases from other cooperative contracts for public safety dispatch furniture and other items.
- Continued to use online procurement sites to expand reach of bids and proposals, where appropriate
- Managed the annual computer leasing process, with the assistance of the Information Technology Department. This resulted in standardized models, one vendor, one annual payment, low prices, faster ordering process and deployment, and competitive interest rates.
- Purchased additional hybrid vehicles, Toyota Prius and Ford Fusion, for the Town Departments.
- As in previous years, issued the bids, awarded contracts and administered the Cooperative Purchasing arrangement for the purchase of Gasoline, Diesel, and Heating Oil Fuels for Brookline, the Cities of Newton, Cambridge and Waltham, and the Towns of Arlington, Belmont, Lexington, Watertown, Winchester and Weston. Bids were issued in May 2011, and resulting prices were lower than market for the current fiscal year.

Support to the School Department

Procurement Officer Mary Clover and Clerk Leonore Nicolay are the Division's primary liaisons to the School Department. They dedicate much of their time to support School Department purchases and projects, but all staff support School purchases. Significant items from the past year were:

- School Department bids and renewals: full-service hamburger and chicken sandwich service, rental of tables and chairs, computer and printer supplies, medical supplies for the school nurses (in conjunction with the State contract), pizza, frozen desserts, bagels, sushi, and contract cleaning.
- Continued participating in several purchasing cooperatives (Somerville, Waltham, Methuen, Medford, Quincy) for increased savings in food services.
- Upgraded the majority of the photocopier fleet within both the Town and School departments, taking advantage of a cost-savings offer of free maintenance service, resulting in significant savings.
- Renewed contracts for paper towels, toilet tissue and hand soap for the School, and included Town Department requirements.
- Renewed snack and beverage vending contracts, receiving commission from soda and snack machines amounting to \$4,968 in FY11, which is an increase from the previous year. For the first half of FY12, commissions generated \$2,153.
- Renewed several school bids: science supplies, student bus and METCO transportation services, printing of the Adult Education catalog.
- Continue to use state contract vendors who offer competitive prices.

General Services Activity

General Services provides centralized printing and mailing services for all Town and School departments. Services are done in the most economical manner, primarily on site, with outside vendors if needed. Offset high quality printing and pick-up and delivery mail services are done by the print shop and mail room.

- Working with the IT Department, eliminated lines and changed telephone carrier providers to reduce costs. Moved from existing 2 providers to a 3rd lower cost provider.
- Continued to review current cell phones provider and changed plans and phones, to lower costs and improve service.
- Continued to promote in-house print capabilities to lessen the costs of outside printing. The Annual Report, Financial Plan, Contract Specifications, Town Meeting Combined Reports, Town Meeting Member Newsletters, and other materials continue to be printed internally.

Retirement

Frank Zecha, Director

The Brookline Contributory Retirement System administers the defined benefit plan for most Town of Brookline employees, with the exception of teachers and school administrators whose program is administered by the Teachers Retirement Board. The defined benefit plan, governed by Massachusetts General Laws Chapter 32, provides retirement, disability, survivor, and death benefits to members and their beneficiaries.

The System has a five member Board who is responsible for ensuring that the system is operating in compliance with M.G.L. Chapter 32. Director of Finance Stephen Cirillo serves on the Board pursuant to an appointment by the Board of Selectman. Brookline Comptroller Judith Haupin serves as the ex-officio member, as required by M.G. L. Chapter 32 along with Brookline Firefighters Deputy Chief Rob Ward and James (Chet) Riley who serve as the elected members to the Board. Gary Altman, an attorney who works full-time as a labor arbitrator and mediator, was chosen by the four Board members to serve as the fifth member. James (Chet) Riley serves as the chairperson of the Board.

The System is funded through member's deductions, investments and an annual appropriation from the Town and Brookline Housing Authority. The Board adopted an actuarial funding schedule to ensure the financial stability of the retirement system. According to the most recent actuarial report, as of January 1, 2010 the system was 62% funded.



Retirement Board

As of December 31, 2011, there were 3,509 members, 1,338 active members, 865 retired members or their beneficiaries and 1,306 inactive members. During 2011 the Board voted to grant 30 superannuation and 7 accidental disability retirement allowances. The Board also approved 68 refunds and 77 transfers of member accounts.

The current staff is comprised of Frank Zecha, Executive Director; Anne Speicher, Deputy Director of Finance; and Kimberly McCormick, Administrative Assistant. The Staff is responsible for all financial transactions, reporting of investment activity, comprehensive pre- and post- retirement counseling to employees and their families regarding their rights and benefits, issuing monthly pension payments to retirees and /or their survivors, and other required governmental reporting.

The system utilizes an investment consultant firm, New England Pension Consultants (NEPC), to provide investment advice. The Board establishes investment policies, allocates system assets to various investments, and retains managers in each asset class to invest the resources allocated to the type of investment with assistance from NEPC.

The Retirement System is valued at \$204.4 million as of December 31, 2011. For calendar year 2011 the System had a negative 1.7% rate of return. The 25 year rate of return is greater than 8.00% annually.

TOWN OF BROOKLINE TELEPHONE DIRECTORY

MAIN NUMBER 617-730-2000

EMERGENCY TELEPHONE NUMBERS

POLICE	911
FIRE	911
HIGHWAY	730-2160
PARKS	730-2167
WATER/SEWER	730-2175
HOME HEATING	730-2300 (weekdays)
	730-2222 (evenings & weekends)

<u>DEPARTMENT</u>	<u>TELEPHONE</u>	<u>FAX</u>	<u>TTY</u>
ASSESSORS	730-2060	739-7572	(Phone Devices for the Deaf)
BUILDING	730-2100	739-7542	
COMPTROLLER	730-2022	730-2298	
COUNCIL ON AGING	730-2777	730-2761	730-2777
ECONOMIC DEVELOPMENT	730-2468	730-2442	
FIRE (office)	730-2272	730-2728	
FIRE (non-emergency)	730-2260		
HEALTH	730-2300	730-2296	730-2327
HUMAN RELATIONS/YOUTH RESOURCES	730-2330	730-2296	
INFORMATION TECHNOLOGIES	730-2003	739-7571	
LIBRARY			
MAIN LIBRARY	730-2345	730-2160	730-2364
COOLIDGE CORNER BRANCH	730-2380		
PUTTERHAM BRANCH	730-2385		
ADMINISTRATIVE OFFICE	730-2360	232-7146	
PERSONNEL	730-2120	739-7519	
PLANNING	730-2130	730-2442	
POLICE (non-emergency)	730-2222	730-8454	734-2952
PRESERVATION COMMISSION	730-2089	739-7542	
PUBLIC WORKS			
ADMINISTRATIVE OFFICE	730-2156	730-2258	
CEMETERY	730-2179	730-2258	
CONSERVATION	730-2088	730-2258	
ENGINEERING	730-2139	730-2258	
HIGHWAY	730-2156	730-2258	
PARK/FORESTRY (non-emergency)	730-2149	730-2167	
WATER/SEWER (non-emergency)	730-2170	730-2258	
RECYCLING HOT LINE	730-2500		
PURCHASING	730-2195	264-6446	
RECREATION			
MAIN OFFICE	730-2069	739-7531	739-7698
GOLF COURSE	730-2078		
GYM	713-5422		
HIRE ONE	730-2779		
RAFT PROGRAM	739-7598		
SKATING RINK	739-7518		
SWIMMING POOL	730-2778		
RETIREMENT	730-2028	730-2298	
SCHOOLS	730-2400	730-2108	
ADULT AND COMMUNITY EDUCATION	730-2700		739-7656
SELECTMEN	730-2200	730-2054	730-2213
TOWN ADMINISTRATOR	730-2211	730-2054	
TOWN CLERK	730-2010	730-2298	730-2572
TOWN COUNSEL	730-2190	264-6463	
TRANSPORTATION	730-2177	730-2258	
TREASURER	730-2020	730-2298	
VETERAN'S SERVICES	730-2112	730-2296	

TOWN OF BROOKLINE, MASSACHUSETTS

Settled: 1638
Incorporated: 1705
Population: 58,732
Land Area: 6.82 Square Miles

Government: Representative Town Meeting (240 Elected Town Meeting Members and eight at large) with five-member Board of Selectmen and Town Administrator.

Located four miles from downtown Boston, in Norfolk County. Brookline is one of the largest towns in New England. It is primarily a mature suburban, residential community. The primary occupations of Brookline residents are management and professional, heavily concentrated in the fields of medicine and education.

FY 2012 Assessed Valuation: \$15,264,163,420

FY 2012 Tax Rates:

Residential \$11.40

Commercial \$18.58

Residential Exemption \$165,764

Political Parties and Designations

Total Registered Voters	37,217
Democrat *	18,185
Green-Rainbow*	41
Republican *	2,665
Unenrolled	16,208
American Independent	12
Conservative	1
Constitution Party	1
Green Party USA	9
Libertarian	80
Socialist	3
Timesizing Not Downsizing	2
Interdependent 3rd Party	2

*Recognized Political Party

Brookline Legislators

United States Senators

Scott P. Brown

John F. Kerry

United States Representative Congress

Barney Frank

State Senator

Cynthia S. Creem

State Representatives

Edward F. Coppingier

Michael Moran

Jeffrey Sanchez

Frank Israel Smizik

The Town of Brookline is an Affirmative Action/Equal Opportunity employer. The Town of Brookline does not discriminate on the basis of disability in admission, access to, or operations of its programs, services, or activities. The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices.

TOWN OF BROOKLINE, MASSACHUSETTS

***REPORT ON EXAMINATION OF
BASIC FINANCIAL STATEMENTS***

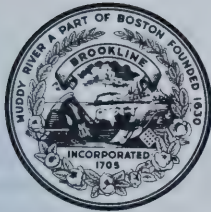
FISCAL YEAR ENDED JUNE 30, 2011

TOWN OF BROOKLINE, MASSACHUSETTS
REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2011

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TOWN of BROOKLINE

Massachusetts

BOARD OF SELECTMEN

BETSY DEWITT, Chairman
NANCY A. DALY
JESSE MERMELL
RICHARD W. BENKA
KENNETH M. GOLDSTEIN

MELVIN A. KLECKNER
Town Administrator

333 WASHINGTON STREET
BROOKLINE, MASSACHUSETTS 02445
TEL. (617) 730-2200
FAX: (617) 730-2054
www.brooklinema.gov

Letter of Transmittal

September 30, 2011

To the Honorable Members of the Board of Selectmen and Citizens of the Town of Brookline:

State and Federal regulations require the Town of Brookline to publish at the end of each fiscal year a complete set of financial statements in conformity with Generally Accepted Accounting Principles (GAAP) of the United States of America that are audited in accordance with Generally Accepted Auditing Standards (GAAS) by a firm of licensed certified public accountants. Pursuant to that requirement, we hereby issue the Annual Report on the Examination of the Basic Financial Statements of the Town of Brookline, Massachusetts, for the fiscal year ending June 30, 2011 for your review.

This report consists of management's representations concerning the finances of the Town of Brookline. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the Town of Brookline has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the Town of Brookline's financial statements in conformity with GAAP. As the cost of internal controls should not outweigh their benefits, the Town of Brookline's comprehensive framework of internal controls has been designed to provide reasonable assurance in accordance with best practices that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The Town of Brookline's financial statements have been audited by Powers & Sullivan LLC, a firm of licensed certified public accountants. The goal of the independent audit is to provide reasonable assurance that the financial statements of the Town of Brookline for the fiscal year ended June 30, 2011, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that the Town of Brookline's financial statements for the fiscal year ended June 30, 2011 are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the Town of Brookline was part of a broader, federally mandated "Single Audit" designed to meet the particular needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government's internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of federal awards. These reports are available in the Town of Brookline's separately issued Reports on Federal Award Programs, also known as the Single Audit Report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The Town of Brookline's MD&A can be found immediately following the report of the independent auditors.

Profile of the Government

The Town of Brookline was founded in 1630 and incorporated in 1705. It is located in Norfolk County and borders on Boston to the east, north and south, and Newton to the west. It is approximately 6.8 square miles in area and, according to the 2010 federal census, has a population of 58,732 persons.

Municipal Services

The Town provides general governmental services within its boundaries including:

- public education in grades pre-kindergarten through 12 to more than 6,000 students
- police and fire protection, including building inspection and animal control services
- highway and roadway maintenance, including snow and ice control and traffic control
- street and sidewalk maintenance
- water and sewer services
- refuse collection and recycling services
- parks and recreational services, including a golf course and a swimming pool
- library services
- senior citizen services and programs, including a senior center facility
- public health services, including food outlet inspections, immunizations, and mental health
- veterans services and youth and human services

Governing Bodies and Officers

The Town operates under a Board of Selectmen/Town Meeting form of government. Local legislative decisions are made by a representative Town Meeting consisting of 248 members and implemented by a five-member Board of Selectmen. A Town Moderator is elected every three years to preside over the proceedings of Town Meeting. Day-to-day administrative authority is vested in the Town Administrator, who is appointed by the Board of Selectmen. The Town Administrator is the chief operating officer and is responsible for the supervision and the administration of all departments except for the School Department, Library, and Town Clerk's Office. The Superintendent of Schools is the chief operating officer for the Brookline Public Schools and is responsible for the supervision and administration of all School operations.

A nine person elected school committee is responsible for policy for all local school affairs. There is also a nine member elected Board of Library Trustees. A three person Board of Assessors, who are appointed by the Board of Selectmen, are responsible for the assessment of local property taxes. A five member Retirement Board services employees and retirees in all departments, except professional employees of the School Department who are covered by the Massachusetts Teachers Retirement System, for retirement matters, and consists of an ex-officio member, two members elected by active and retired members of the Retirement System, one member appointed by the Selectmen and a fifth member chosen by the other four Board members. A seven member Retiree Health Committee is responsible for the investment of Other Postemployment Benefits (OPEB's) assets. The Committee is made up of the Retirement Board plus two additional members appointed by the Board of Selectmen.

Audit Committee

The Audit Committee consists of six members with appointment not restricted to the ranks of appointing bodies. The Board of Selectmen, the Advisory Committee and the School Committee each appoint one member and the Town Moderator appoints three members. Current voting members include Nancy Daly (selectmen appointee and chair), Lee Selwyn (Advisory Committee), Alan Morse (School Committee), James Littleton, Gregory Grobstein and Christopher Cox (Moderator's Appointees). In addition to the six voting members, the Director of Finance

(Stephen Cirillo), the Comptroller (Judith Haupin), the Superintendent of Schools or his/her designee (Peter Rowe), and the Town Administrator or his/her designee (Sean Cronin) serve as nonvoting members of the Committee. The Audit Committee serves as advisor to the Board of Selectmen with respect to the Town's financial condition, financial management systems, and controls and annual audit. In addition, the Committee shall report to Town Meeting as the Committee sees fit on matters within the scope of Town Meeting's concerns. Specific duties shall include, but are not limited to the following:

"make recommendations to the Board of Selectmen on the selection of and scope of services for an independent auditor; review the annual financial statements and reports prepared by the independent auditor and make recommendations with respect thereto; make recommendations for areas of operations where expanded scope audits or reviews of the internal controls may be appropriate; review and make recommendations with respect to the Town's financial management practices and controls; report to the annual Town Meeting on the recommendations the Committee has made during the preceding twelve months".

Financial and Management Systems

The Town annually prepares and updates a five-year Financial Forecast, a six-year Capital Improvement Program (CIP), and an annual Operating Budget. These documents are presented in the Annual Financial Plan, which is produced by the Town Administrator's Office in conjunction with the Finance Department, and reviewed by the Board of Selectmen and Advisory (Finance) Committee. Both the first year of the CIP and the Operating Budget are submitted to Town Meeting for adoption. The Board of Selectmen have formally adopted financial policies that guide the preparation of the Annual Financial Plan.

The five-year Forecast, submitted in December of each year, is a comprehensive review of economic trends on a local, regional and national basis. It analyzes major municipal fund expenditure projections based upon service program assumptions and develops revenue estimates based on economic conditions and prior trends. The forecast presents surplus/deficit projections based on various scenarios of key revenue sources (e.g., State Aid) and expenditure categories (e.g., health insurance, collective bargaining). These scenarios guide both the Board of Selectmen and Town Administrator in the preparation of the ensuing fiscal year's budget.

The six-year CIP, preliminarily submitted in November/December of each year, comprehensively identifies municipal infrastructure and improvement needs by detailing each project, including cost, potential source(s) of funding, priority need, impact on the operating budget, and ongoing capital maintenance costs. Guided by the Town's formal policy of dedicating 6% of the prior year's net revenue, plus free cash to the extent possible to reach a level of 7.5%, to the CIP, the annual update allows decision makers and voters the opportunity to regularly analyze and decide upon priority project funding. After inclusion in the Town Administrator's financial plan, the proposed CIP is reviewed by both the Planning Board and the Advisory Committee. Then, as part of the budget article at the Annual Town Meeting, projects contained in the first year of the CIP are recommended for funding.

The annual Operating Budget, submitted in February of each year as part of the Annual Financial Plan, follows a program management format that details source and use recommendations for all funds; details departmental missions, goals, objectives and annual work plans; and details performance measurement and financial management criteria for each budget cycle. The financial plan has again been recognized by the GFOA for excellence in budget presentation. The budget maintains consistency with the Selectmen's financial management standards and policies. The budget funding sources include the General Fund, comprised of revenues including property tax, auto, meals, and hotel taxes, user fee receipts, State Aid, investment income and miscellaneous program income; enterprise funds for the water and sewer operations and the golf course; and the Recreation Revolving Fund. These latter funds are intended to be self-supporting through user-based charges.

Principal Executive Officers

<u>Office</u>	<u>Name</u>	<u>Term</u>	<u>Term Exp.</u>
Town Administrator	Melvin A. Kleckner	Appointed - 3 years	2013
Superintendent of Schools	William Lupini	Appointed - 3 years	2012
Deputy Town Administrator	Sean Cronin	Appointed - 1 year	2012
Assistant Town Administrator	Melissa Goff	Appointed - 1 year	2012
Finance Director and Treasurer	Stephen Cirillo	Appointed - 1 year	2012
Town Comptroller	Judith Haupin	Appointed - 1 year	2012
Town Clerk	Patrick J. Ward	Elected - 3 years	2012
Town Counsel	Jennifer Dopazo	Appointed - 3 years	2014

Factors Affecting Financial Condition

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the Town of Brookline operates.

Tax Base/Local Economy

Brookline is bordered by the City of Boston. It has both urban and suburban features and is characterized by comparatively high property values. Approximately 78% of general fund revenues are financed by the annual tax on property. The remaining revenues come from locally derived receipts (approximately 10%), State Aid (approximately 6%), transfers from other non-general funds (approximately 3%) and Free Cash (approximately 3%).

Residential properties comprise 90.8% of the full and fair value of the property in Brookline and they are responsible for 84% of the taxes. The Town has been adopting the tax classification authorization that permits it to set two separate tax rates. The current tax rates are:

Residential	\$ 11.30 per thousand
Commercial	\$ 18.30 per thousand

A combination of significant new development and a healthy real estate market has contributed to a steadily growing tax base. The tax base (current market valuation of \$14.9 billion) has increased more than 89% over the past decade, reflecting strong development and real estate appreciation. The Town's tax base is now the fifth largest in Massachusetts. Building permit activity continues at a strong pace, having averaged more than \$2.5 million annually over the last five years. Per capita housing market value of approximately \$250,000 is also among the highest in the state, as is the per capita personal income level, which is \$44,327 according to the 2010 census.

The Annual Financial Plan

A number of cost centers have placed significant pressures on the operating budget, including health insurance, pensions, utilities, special education, and school enrollment. These cost pressures have made maintaining the level and quality of services the Town delivers difficult. Double-digit growth in health insurance premiums were the norm for much of the period from 2004 - 2010, consuming approximately one-third of all new property tax revenue during that time. This line item increased from \$12 million in FY 2003 to \$24 million in FY 2010. Over the past few years, the Town has taken steps to help blunt growth in this cost center. In FY2008, plan design changes were implemented that resulted in an annualized decrease of more than \$1 million in the health insurance budget. Effective July 1, 2010 (FY2011), the Town and its unions agreed to enter into the Group Insurance Commission (GIC), the state agency that provides life, health, disability and dental and vision services to more than 300,000 state employees, retirees and their dependents. This action enabled the Town to reduce its group health budget from what was expected to be \$25.8 million to \$20.2 million, a savings of \$5.6 million. It also reduced premium withholdings for employees.

Healthcare insurance is provided during the working life of employees, and in their retirement. The annual cost of group healthcare insurance referred to in the preceding paragraph represents the premiums paid for a particular year for both working and retired employees and eligible dependents. The accompanying basic financial statements, prepared in accordance with GAAP, reflect additions, costs, liabilities and disclosures related to the healthcare obligation the Town has to its working and retired employees and their dependents, and will have to its working employees in their retirement years. Financial accounting and disclosure for healthcare provided to employees in retirement is established by GAAP for Other Post-Employment Benefits, and is referred to herein by terms including OPEB, post-employment, and post-retirement. The Town has developed an OPEB funding plan that results in the Town reaching its Annual Required Contribution (ARC) in approximately five years and being fully funded in approximately twenty-two years.

Increases in the Town's contribution to the Retirement System have averaged approximately \$840,000 over the past five years, including the large increases in FY2008 (\$1.1 million) and FY2010 (\$1.6 million). As a result of the world-wide economic down-turn, government retirement systems experienced significant investment losses in calendar year 2008. Knowing that these losses would require the Town to dramatically increase the FY2012 appropriation, the Town took steps to offset the anticipated budget impact by ramping up to the higher appropriation over a three-year period, beginning in FY 2010. In both FY2010 and FY2011, the Town earmarked new revenue from local option taxes, which were made possible by an act of the State Legislature, for the pension system. The impact of this was to increase the FY2010 appropriation by just under \$1 million and the FY2011 appropriation by \$1.2 million, leaving an increase of FY2012 of approximately \$650,000. If this approach was not taken, the increase from FY2011 to FY2012 would have been \$1.8 million. The success of this strategy was illustrated in the approved calendar year 2010 Actuary funding schedule, which included a FY2012 appropriation with an average increase from the prior fiscal year, a reduction in the estimated rate of return from 8.25% to 8.15%, and a full funding date of 2028, well ahead of the 2040 maximum full funding date mandated by state law.

Utility expenses have skyrocketed since FY2003: the price of electricity has increased 106%; natural gas has increased by 143%; the price of heating oil is 317% higher; and the price of vehicle fuel is 201% higher. As a result, the Town's total utility budget has doubled since FY2003 to \$5.5 million. As part of an effort to reduce the consumption of energy, the Town, through its CIP, funding from the American Recovery and Reinvestment Act (ARRA), and programs with local utilities, has invested in energy efficiency programs and technologies. Savings from these investments have begun to be realized, most notably in Town Hall, where consumption has been cut in half. The Town has also taken advantage of recent drops in the electricity and natural gas markets by locking in at reduced rates for the next few fiscal years.

Special education (SPED) and enrollment growth continue to place stress on the School budget. SPED has been growing by approximately \$700,000 per year and now consumes approximately 25% of the School budget. Enrollment in the elementary schools has resulted in cost pressures not only in the School's operating budget, but also on the CIP, as numerous school facility projects are being planned for (see the CIP section under "Long-term Financial Planning" below). Over the past seven years, total K-8 enrollment has grown 925 (24%) and, based upon available birth data and other demographic trends, this growth pattern is expected to continue for at least

the next five years. This will result in total enrollment growth of approximately 1,200 students (31%) during the nine year (FY05-FY14) period. In 2005, the K-8 elementary schools operated with 3,888 students in 196 homerooms. In FY2012, they will operate with 4,813 students in 230 homerooms. In FY2014, the schools estimate a need for 241 homerooms for the projected enrollment of 5,100 students. This is an increase of 45 homerooms between 2005 and 2014. In order to create the classroom space necessary to accommodate this enrollment level, the Schools have had to convert spaces intended for other purposes into regular classrooms. On the operating budget side, with new classrooms comes the need for new teachers. Obviously, this has put pressure on the School budget.

On the revenue side, while property taxes comprise approximately three-quarters of the Town's General Fund revenue, there are two other revenue streams that impact the budget significantly: State Aid and Local Receipts. In FY2003 and FY2004, local aid was cut by close to \$3 million. In FY10, it was cut \$3.1 million and then by another \$700,000 in FY2011 and \$413,000 in FY12. Since FY03, state aid has realized a cut of 29%, even before accounting for inflation. The current fiscal climate at the State and Federal levels points to a potential decrease in state aid in FY2013, so there is likely to be a significant negative impact on the Town's ability to provide services.

Local Receipts, which consist of sources such as motor vehicle excise, refuse fees, building permits, interest income, parking tickets and meals and hotel/motel excise taxes, make up approximately 10% of the Town's annual revenue. Over the past half decade, the Town has increased certain local receipts in order to replace revenue lost from State Aid cuts, thereby increasing reliance on local revenues to cover the increasing cost of providing services. Examples include increases in the refuse fee, fines for parking violations, and parking meter fees. The Town continues to review all current and potential sources of revenue. Along with many other communities in Massachusetts, Brookline adopted two local options designed to raise local revenues. The first was the adoption of a 0.75% meals excise tax. The second was an amendment to the Local Room Occupancy tax, increasing the local option excise tax from 4% to 6%. Both these local options became effective on October 1, 2009, and the Town began receiving distributions from the Commonwealth in December, 2009.

Long-term Financial Planning

The Town continues to manage its financial affairs in a prudent manner. Throughout all of the changes in the economy, increases in expenses and decreased State Aid, the Town has maintained its Aaa bond rating. It has done so by incorporating long-range planning tools such as the five-year Forecast and the six-year CIP; establishing rainy day accounts and budgeting stabilization reserves; prioritizing spending plans and identifying discretionary spending; developing long-term planning for all liabilities including pension and other post-retirement benefits (OPEBs); investing in technology to make operations more efficient; and growing the tax base in a manner that balances neighborhood concerns with the need for additional revenues.

Brookline has also enhanced its revenue flexibility by utilizing enterprise funds for certain operations. This allows the Town to charge 100% percent of the operating cost and capital improvements to the users of certain services so that no tax support goes toward providing these services. This includes the water, sewer and municipal golf course operations. By doing so, the Town is able to provide the maximum tax dollars available to all other services.

Through the CIP process, the Town of Brookline has identified approximately \$158.7 million in capital improvements needed over the next six years. Large components of this total include the following:

- ✦ Anticipated school projects (\$100.8 million). It is important to note that the two renovation/addition projects planned for (Heath School and Devotion School) assume the Massachusetts School Building Authority (MSBA) covers between 35% and 40% of the costs. In March, 2011, the Town was notified that the MSBA approved funding equivalent to 40% of eligible expenses for the Heath School, meaning \$3.3 million of the \$8.5 million project will be paid for by the State. Funding was approved at the May, 2011 Annual Town Meeting for the Town's share of the project. The Town should be cautioned, however, that with the combination of a slowdown in the economy (which will reduce MSBA revenue) and a need for school construction in economically challenged communities, it is not certain that the Town will be as

fortunate with the Devotion School. If that were to occur, then either the project needs to be reduced or a debt exclusion override will be required.

- ✚ Upgrade and maintenance of our waste water system (\$5.0 million), which will be borne by the water and sewer rates rather than the tax levy.
- ✚ Rehabilitation of the Town's streets and sidewalks (\$17.1 million). The 2008 Override included additional funding for streets and sidewalks, proof of the Town's and taxpayers' commitment to maintaining its infrastructure. State funding via the Chapter 90 program is expected to fund \$5.7 million of this work.
- ✚ The purchase of the former state-owned Fisher Hill reservoir for transformation into an active / passive open space (\$4.6 million, of which just \$1.35 million is supported by the tax base).
- ✚ The Village Square project in the Brookline Village / Route 9 area (\$4.5 million). The Town plans on utilizing the Section 108 Loan Program afforded by the Federal government under the CDBG program to finance \$2.25 million. The remaining amount is to be funded by a grant through the State Transportation Improvement Program (STIP) and outside sources related to the 2 Brookline Place redevelopment.
- ✚ The closure of the rear landfill (\$4.6 million).
- ✚ Upgrades and rehabilitation of various parks/playgrounds/open spaces (\$11.7 million).
- ✚ Fire station renovations and fire apparatus (\$4.8 million).

The Town is proud to have accomplished the successful closing and capping of the Town's landfills. This multiyear project presented significant challenges, which when accomplished have provided valuable benefits to the Town's residents, including the development of a new recreational field. In FY04, Town Meeting approved \$7.89 million for capping the front landfill and transforming it into a full-sized recreational field and playground. Unfortunately, part of the project including implementing state-mandated assessment and corrective actions related to the removal of historically deposited ash-laden soils that were required on properties surrounding the landfill. In FY04 and FY05, a total of \$3 million was approved to undertake all actions required on certain properties along Newton St., Nelson Drive, and Hammond Pond Parkway. Between FY07 and FY10, a total of \$9.25 million was approved for similar actions on properties along the other side of the landfill (Martha's Lane, Kensington Circle, and Arlington Road). Of this amount, \$1 million was funded via a grant from the State's Environmental Bond Bill. All of these actions ensured on-going compliance with Department of Environmental Protection's (DEP) Solid Waste Management regulations, 310 CMR 19.000, and Massachusetts Contingency Plan, 310 CMR 40.000, for properties along Martha's Lane, Kensington Circle, and Arlington Road. In addition, the Town and the effected residents agreed on a settlement that totaled \$5 million. We are also pleased to report that all of the \$3.275 million bond authorization related to the landfill project was rescinded at the 2011 Annual Town Meeting since the remediation projects along Martha's Lane, Kensington Circle, and Arlington Road came in well under-budget.

As detailed above, enrollment in the pre-K to eighth grade elementary schools has increased significantly, placing pressure on both operating and capital budgets. There will be 45 more homerooms and 1,200 more students in 2014 than in 2005. In order to create additional classroom space, the Town, through its CIP, has appropriated funds for the following projects, all of which increase the number of classrooms in the elementary schools:

- Runkle School Renovation / Addition (\$29.1 million, of which approximately 40% will be paid for by the State)
- Heath School Addition (\$8.5 million, of which approximately 40% will be paid for by the State)
- Classroom Capacity (\$1.3 million)

Even with this significant investment, census data shows that there is no abatement in the large enrollment levels. Exacerbating the issue is the fact that these larger grades will soon be making their way into the High School, which does not currently have the space to house what could be 2,400 students. Therefore, long-range planning must continue and the CIP may very well have to be adjusted in order to accommodate the financial outlay required to deal with this most pressing issue.

Other Post-Employment Benefits

The Town of Brookline is legally and contractually obligated to pay for the retiree health cost of past, present and future Town / School retirees who have worked a minimum of 10 years for the Town. There is no requirement that the employee has to be working for the Town at the time of retirement in order to receive this benefit. The calendar year 2010 Biennial Actuary Analysis estimated the present value of this obligation to be \$323 million (at a discount rate of 5.5%). At June 30, 2011, the Town has a balance of \$10.8 million of assets in a fiduciary-managed trust fund that is designed to be the source of funding to satisfy the obligation. GAAP requires that the unfunded liability be recognized in the basic financial statements. Beyond the trust fund, the Statement of Net Assets at June 30, 2011 includes a liability of \$34.7 million for a portion of the unfunded post-employment benefits; none of the Town's assets as of that date are dedicated to the satisfaction of that liability. The recognized amount of the liability will continue to grow, and be reduced as assets are contributed to the trust fund. Future funding of the retiree healthcare obligation represents the Town's largest financial challenge.

The Town established an Other Post-Employment Benefits (OPEB) Taskforce to address this challenge. It made several recommendations to the Board of Selectmen, which, if implemented, could reduce the OPEB liability. In addition, the Committee made several recommendations regarding the development of a long-term funding strategy over a 30 year period.

The Town has adopted some of the funding recommendations, including an annual and escalating appropriation in the Financial Plan, which would generate \$116.5 million over a thirty year period. The current strategy increases the annual funding commitment each year until, in approximately FY 2018 of the plan, the Town reaches the annual funding requirement (ARC). In the remaining years, annual contributions will exceed the ARC, so that the Town would reach full funding by approximately FY 2034.

In addition, the Town has begun allocating retiree healthcare costs to all enterprise, revolving, grant, and special funds of the Town and School Departments. It is anticipated that this policy could generate an additional \$28.95 million of funding for the OPEB liability. This plan could result in increased fees charged to the users. In the area of cost containment, the Town and Unions reached an agreement to enter the State's Government Insurance Commission (GIC) to provide medical insurance coverage for current working and retired employees and their eligible dependents.

As a result of these decisions, the unfunded OPEB liability has been reduced from \$323.2 million to \$207.9 million. As of fiscal 2011, the fiduciary-managed trust fund for retiree health care benefits is classified as a fiduciary fund, and is no longer included in the government-wide financial statements. It now appears a separate column in the fiduciary fund statements.

Cash management policies and practices

The Town of Brookline issues property tax bills four times a year and derives approximately 78% of its annual revenue from this source. These quarterly billings result in a reasonably steady cash flow throughout the year. Every effort is made to put any reserve funds to work. This has become more challenging of late due to continuing changes in the rate of return for most traditional investment vehicles. Nevertheless, the Town's investment policy remains conservative with particular attention to the constraints of safety and liquidity while attempting to secure the highest yield available with those constraints.

On a daily basis, the Treasurer automatically transfers excess funds out of all depository accounts into a sweep account (repurchase agreement) with the same depository bank. Frequently, depending on the level of receipts, money is transferred into the Town account that offers the highest yield.

Finally, a significant portion of the Town's non-expendable trust funds are currently managed by professional and nationally recognized investment management firms. Each of these funds has a distinct purpose and, therefore, the mix of holdings in cash, fixed income securities, and equities will vary by fund. The amount of annual income desired and the timing of disbursements generally govern the mix.

The cash and investment commitments at June 30, 2011 for the funds maintained by the Town's Treasurer are as follows:

General Fund - Unencumbered	\$	21,199,234
General Fund - Encumbered		968,972
Reserved for :		
Special Revenue (Grant) Funds		10,759,527
Bond Financed Capital Projects		8,907,625
Revenue Financed Capital Projects		10,012,438
Enterprise Funds		5,650,868
Trust and Agency Funds		32,839,210
	\$	<u>90,337,873</u>

Of the \$90.3 million in total cash and investments, more than \$69.1 million is committed to General Fund contracts, Bond and Revenue Funded Capital Projects, Enterprise operations, Trust and Agency Funds and Grant funded projects, leaving approximately \$21.2 million unencumbered and not reserved for within .

Risk Management

The Town of Brookline manages its risk through a combination of self-insured programs and premium based coverage with commercial insurance carriers. Workers' compensation, unemployment and municipal building activities are self-insured while exposures to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, and natural disasters are covered through policies purchased from commercial carriers. Various control techniques, including employee accident prevention training, have been performed to minimize accident-related losses.

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. Third-party coverage is maintained for individual workers' compensation claims in excess of \$800,000. In addition, the Town administers an insurance reserve fund to help offset the annual cost of its risk management program. Additional information on the Town of Brookline's risk management activity can be found in the notes to the financial statements.

Initiatives

Due to the above referenced and other cost pressures and strains on revenues, projected annual budget deficits have become the norm. In order to balance the budgets, the Town has continued to drive efficiencies and find other ways to continue to deliver a high level of service at lower costs. Over the past few budget cycles, the Town has taken steps toward reducing both immediate and long-term costs, including the following:

- 5% reduction in Town FTE's since FY06 (exclusive of school positions)
- Further utilization of contracted services
- Move to the Group Insurance Commission (GIC) (see above)
- Implementation of plan design changes in the Town's health insurance program (see above)
- Re-organization of various departments/divisions
- Civilianization of certain functions in the police and fire departments
- Further utilization of technology to drive efficiencies
- Investment in energy efficiency projects

Update of Financial Policies

When preparing the Fiscal Year 2012 Financial Plan, the Town Administrator determined that certain budget conditions required actions that were inconsistent with the current fiscal policies of the Town. Most notably, the Town's certified Free Cash balance experienced a one-time increase as a result of the conversion from private insurance premiums to the GIC. At the same time, the Town was experiencing a gradual erosion of its year-end Unreserved Fund Balance (UFB), leading to formal concerns expressed by Moody's Investors Service, the independent rating agency that grades the Town's credit when issuing tax-free municipal bonds. The then-current policies of the Town dictated the allocation of all Free Cash balances, regardless of the impact on the Town's year-end UFB. As a result, the Town Administrator recommended that \$1.7 million of Free Cash remain unexpended in FY2012, thus ensuring that the Town's year-end UFB would remain above the 10% of General Fund revenue benchmark identified by Moody's as representative of prudent financial management.

In January, 2012, the Town Administrator recommended to the Board of Selectmen that they reconvene the Fiscal Policy Review Committee (FPRC) to review, affirm and revise as necessary the existing financial policies of the Town. The Committee was also charged with reviewing the need for a new policy regarding Unreserved Fund Balance in order to preserve the Town's Aaa Bond rating. The Committee concluded that all of the Town's fiscal policies were interrelated and that a review of one would necessitate review of all. In addition, the Committee acknowledged that some issues had changed since its last review including, but not limited to, the increasing importance of addressing unfunded liabilities such as Other Post-Employment Benefits, or OPEB's. Finally, there were other issues raised during the Advisory Committee's review of the FY2012 budget that related to the Town's fiscal policies, including the formula for allocating Free Cash to support the Affordable Housing Trust Fund.

The Committee made a number of recommendations that resulted in the Town having a formal UFB Policy -- something the Town lacked -- that does not reduce the level of commitment to the CIP or to other important reserves. This was accomplished by creating a new Free Cash Policy that better prioritizes the needs of the Town. The recommendations made by the Committee and ultimately adopted by the Board of Selectmen provide important changes to the policies to make them more responsive and relevant to changing circumstances. Most importantly, the recommendations concerning the maintenance of adequate fund balance levels are critical to provide the Town with financial flexibility and to retain the premier bond rating of Aaa.

Water/Sewer Rate Structure

During the rate setting process for the FY2010 water/sewer rates, the Board of Selectmen directed the Department of Public Works (DPW) to examine the rate structure. As a result, the Town undertook an exhaustive review of its water/sewer rate structure with the assistance of Weston and Sampson Engineers. At the core of the analysis was the issue of revenue volatility. With the on-going reduction in water consumption, revenue deficits were generated in the enterprise fund, and those deficits must be raised in the following fiscal year's rates.

In June, 2011 the Board of Selectmen adopted a revamped rate structure that moved the Town from a flat rate structure, which had been utilized for decades, to an increasing block rate structure with a base service charge and a fire service fee for certain properties. The revamped rate structure accomplished a number of goals:

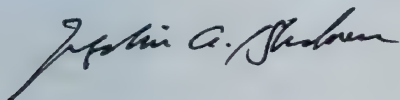
- minimize revenue volatility
- equitable cost distribution among customers
- comply with DEP and regulatory standards
- charge Town and School departments for their use

The impact this new rate structure has on various types of property and residents will be analyzed during the fiscal year. If the data shows that the new rate structure caused unforeseen financial hardships, the Selectmen could alter the rate structure for FY13.

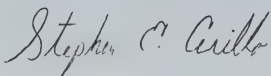
Acknowledgements

The preparation of this report would not have been possible without the efficient and dedicated services of the entire staff of the Town Administrator's Office and the Finance Department. We would like to express our appreciation to all the members of the department who assisted and contributed to the preparation of this report. Credit should also be given to the Board of Selectmen for their unfailing support for maintaining the highest standards of professionalism in the management of the Town of Brookline's finances.

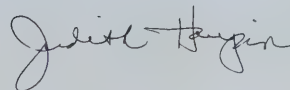
Respectfully submitted,



Melvin A. Kleckner
Town Administrator

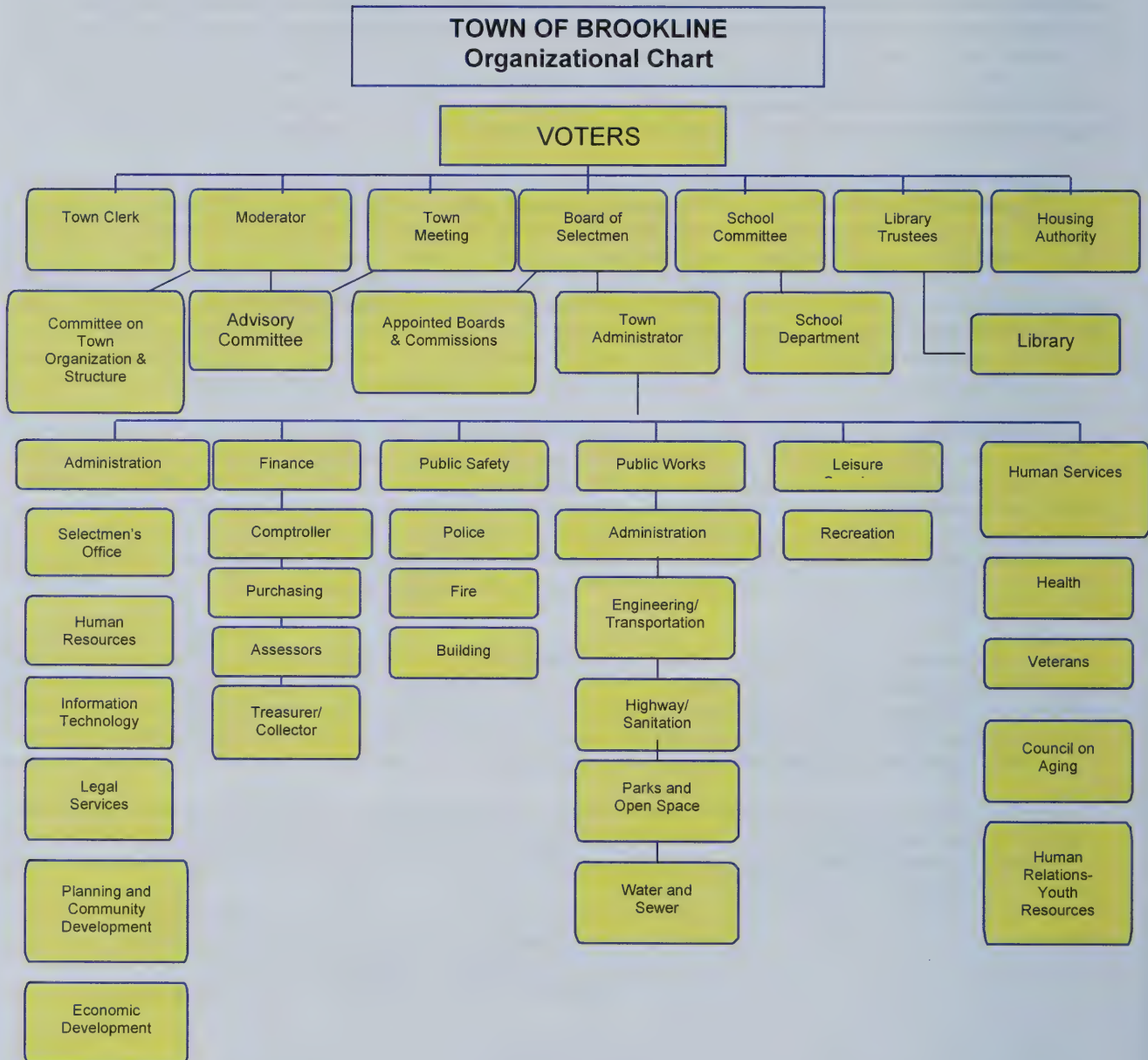


Stephen Cirillo
Finance Director



Judith A. Haupin
Town Comptroller

Organizational Charts



BOARDS/COMMISSIONS APPOINTED BY THE BOARD OF SELECTMEN

Planning/ Development	Administration and Finance	Public Works	Cultural/ Leisure Services	Human Services
Board of Appeals	Board of Assessors	Conservation Commission	Broadband Monitoring Committee	Advisory Council on Public Health
Board of Examiners	Human Resources Board	Solid Waste Advisory Committee	Brookline Access Television	Commission for the Disabled
Building Commission	Registrars of Voters	Transportation Board	Celebrations Committee	Commission for Women
Economic Development Advisory Board	Retirement Board	Tree Planting Committee	Brookline Commission for the Arts	Council on Aging
Housing Advisory Board	Information Technology Advisory Committee	Trustees of Walnut Hills Cemetery	Park and Recreation Commission	Holocaust Memorial Committee
Planning Board				Human Relations Youth Resources
Preservation Commission				

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Independent Auditors' Report

To the Honorable Board of Selectmen
Town of Brookline, Massachusetts

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Brookline, Massachusetts, as of and for the fiscal year ended June 30, 2011, which collectively comprise the Town's basic financial statements as listed in the table of contents. These basic financial statements are the responsibility of the Town of Brookline, Massachusetts' management. Our responsibility is to express opinions on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Brookline, Massachusetts, as of June 30, 2011, and the respective changes in financial position and cash flows, where applicable, thereof for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2011 on our consideration of the Town of Brookline, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Management's discussion and analysis, located on the following pages, and the schedule of revenues, expenditures and changes in fund balance - general fund - budget and actual, other postemployment benefit plan-schedule of funding progress and employer contributions, and other postemployment benefit plan-actuarial methods and assumptions located after the notes to the basic financial statements, are not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The letter of transmittal and organizational charts have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

Powers & Sullivan - LLC

December 16, 2011

Management's Discussion and Analysis

Management's Discussion and Analysis

As management of the Town of Brookline, Massachusetts, we offer readers of the Town of Brookline's financial statements this narrative overview and analysis of the financial activities of the Town of Brookline for the fiscal year ended June 30, 2011. The Town complies with financial reporting requirements issued by the Governmental Accounting Standards Board (GASB). Management's discussion and analysis are part of these requirements.

The Governmental Accounting Standards Board (GASB) is the authoritative standards setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

Governments must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditor's opinion. The Town of Brookline has received an unqualified opinion on its financial statements since the fiscal year ended June 30, 1995.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town of Brookline's basic financial statements. These basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of finances, in a manner similar to private-sector business.

The *statement of net assets* presents information on all assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, education, public works, human services, community and economic development, leisure services, and interest. The business-type activities include water, sewer and golf activities.

The government-wide financial statements include not only the Town of Brookline itself (known as the *primary government*), but also a legally separate public employee retirement system for which the Town of Brookline is financially accountable. Financial information for this *component unit* is reported separately within the fiduciary fund statements.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on *near-term inflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Fiscal year 2011 was the Town's initial year of implementation of GASB #54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The implementation of this standard has changed the fund balance components into nonspendable, restricted, committed, assigned and unassigned. Additionally, under the new standard, the Town's stabilization fund is reported within the general fund as unassigned.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Town of Brookline adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget.

Proprietary funds. The Town maintains two types of proprietary funds.

Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses enterprise funds to account for its water, sewer and golf activities.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses internal service funds to account for Other Post Employment Benefits (OPEBs), workers' compensation benefits, unemployment and municipal building insurance. Because these services predominately benefit governmental rather than business-type functions, they have been included within *governmental activities* in the government-wide financial statements.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for propriety funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the progress in funding its obligation to provide postemployment benefits to its employees.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. As shown below, governmental assets exceeded liabilities by \$169.5 million at the close of fiscal year 2011.

For the governmental activities, net assets of \$145.2 million reflect the Town's investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. \$30.5 million represents resources that are subject to external restrictions on expenditures. The Town has \$27.3 million of unrestricted net assets without considering the recorded liability for a portion of the post employment healthcare obligation. That liability (\$33.4 million) is long-term in nature, and will not be funded from the \$27.3 million of unrestricted net assets at June 30, 2011 (see the discussion of Other Post Employment Benefits in the Transmittal Letter section of this report).

At this point it is important to note that in accordance with the requirements of Massachusetts finance laws and regulations, all of the unrestricted net assets are required to be reserved for designated purposes except for approximately \$7.1 million, which is the amount classified as "available funds" (also known as "free cash") by the Massachusetts Department of Revenue's Division of Local Services. The remaining unrestricted net assets are either already committed for expenditure or required to be retained for other purposes.

Governmental Activities Net Assets

At the end of the current fiscal year, the Town is able to report positive balances in two out of three categories of net assets. The Town's assets exceeded liabilities by \$169.5 million at the close of fiscal year 2011.

	FY 2011	FY 2010	FY 2009
	Governmental	Governmental	Governmental
	Activities	Activities	Activities
Assets:			
Current:			
Cash and cash equivalents.....	\$ 67,887,558	\$ 62,792,008	\$ 65,868,113
Investments.....	5,361,725	11,048,635	9,250,406
Receivables, net of allowance for uncollectibles....	16,697,618	12,588,030	14,475,980
Other current assets.....	585,500	529,691	2,816,212
Noncurrent assets (excluding capital).....	4,411,000	5,404,000	22,490,000
Capital assets.....	193,261,772	190,228,444	191,449,243
Total assets.....	288,205,173	282,590,808	306,349,954
Liabilities:			
Current (excluding debt):			
Warrants payable.....	3,071,158	3,262,614	2,830,241
Tax refunds payable.....	2,129,000	2,370,000	1,153,000
Compensated absences.....	5,905,415	5,736,797	5,554,883
Other current liabilities.....	4,029,748	4,192,953	5,338,050
Noncurrent (excluding debt):			
Landfill closure.....	4,505,000	5,207,000	12,030,000
Compensated absences.....	3,687,093	3,694,576	3,603,745
Postretirement benefits.....	33,427,338	36,158,149	25,306,331
Other noncurrent liabilities.....	737,250	702,000	183,000
Current debt.....	7,796,238	7,105,400	8,311,177
Noncurrent debt.....	53,399,809	51,546,047	74,307,046
Total liabilities.....	118,688,049	119,975,536	138,617,473
Net Assets:			
Capital assets net of related debt.....	145,193,503	138,378,461	133,933,484
Restricted.....	30,469,132	29,607,081	33,545,176
Unrestricted.....	(6,145,511)	(5,926,270)	253,821
Total net assets.....	\$ 169,517,124	\$ 162,059,272	\$ 167,732,481

Net assets from the Town's governmental activities increased by \$14.8 million during fiscal year 2011. Key elements of the change are as follows:

	FY 2011 Governmental Activities	FY 2010 Governmental Activities	FY 2009 Governmental Activities
Program revenues:			
Charges for services.....	\$ 24,670,955	\$ 23,499,200	\$ 23,089,294
Operating grants and contributions.....	37,593,378	35,836,959	35,714,779
Capital grants and contributions.....	1,082,836	2,981,790	-
General Revenues:			
Real estate and personal property taxes.....	156,404,746	151,463,056	147,735,896
Motor vehicle and other excise taxes.....	5,227,536	4,760,227	5,112,074
Nonrestricted grants and contributions.....	5,544,701	5,828,099	7,874,410
Unrestricted investment income.....	1,380,045	1,910,814	555,446
Gain/(loss) on sale of capital assets.....	1,500,417	(19,317)	(210,848)
Other revenues.....	3,808,658	3,179,778	2,719,047
Total revenues.....	237,213,272	229,440,606	222,590,098
Expenses:			
General Government.....	19,600,852	21,087,675	20,138,908
Public Safety.....	47,579,531	51,016,383	47,394,571
Education.....	120,484,530	123,451,076	122,207,617
Public Works.....	19,656,664	22,816,763	21,759,827
Community and Economic Development.....	1,717,158	2,056,011	1,611,922
Human Services.....	4,253,740	4,718,964	3,723,388
Leisure Services.....	8,694,233	9,227,021	8,625,277
Interest.....	2,223,231	2,715,031	4,017,530
Total expenses.....	224,209,939	237,088,924	229,479,040
Transfers In(Out).....	1,809,342	1,975,109	1,993,691
Change in net assets.....	\$ 14,812,675	\$ (5,673,209)	\$ (4,895,251)

The increase in net assets is due to several factors.

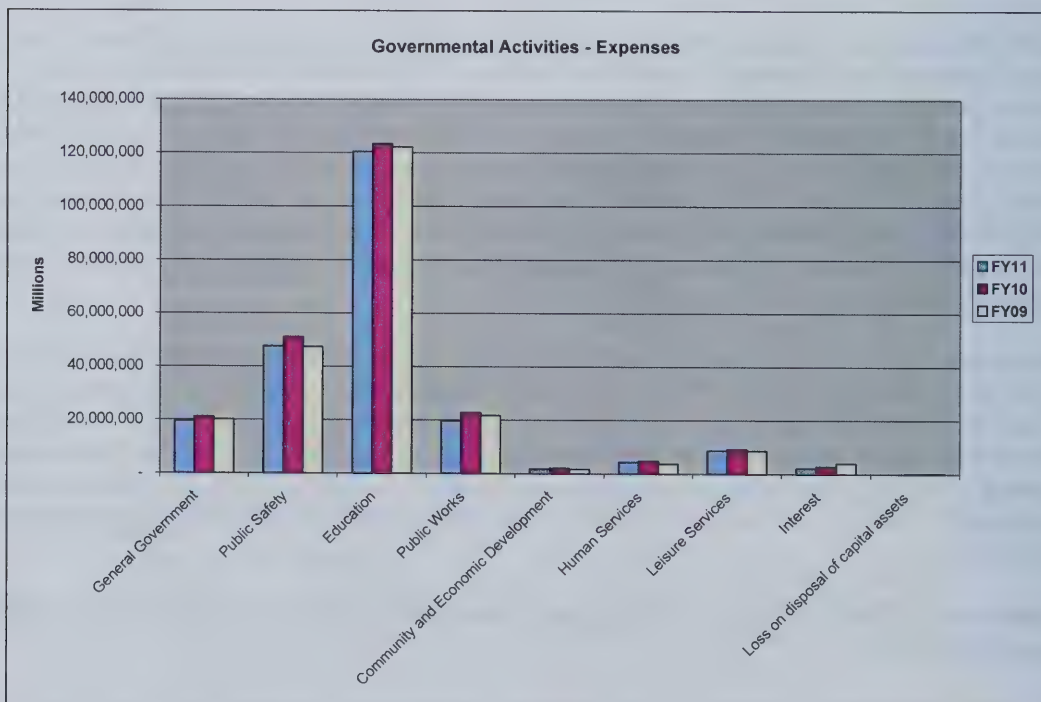
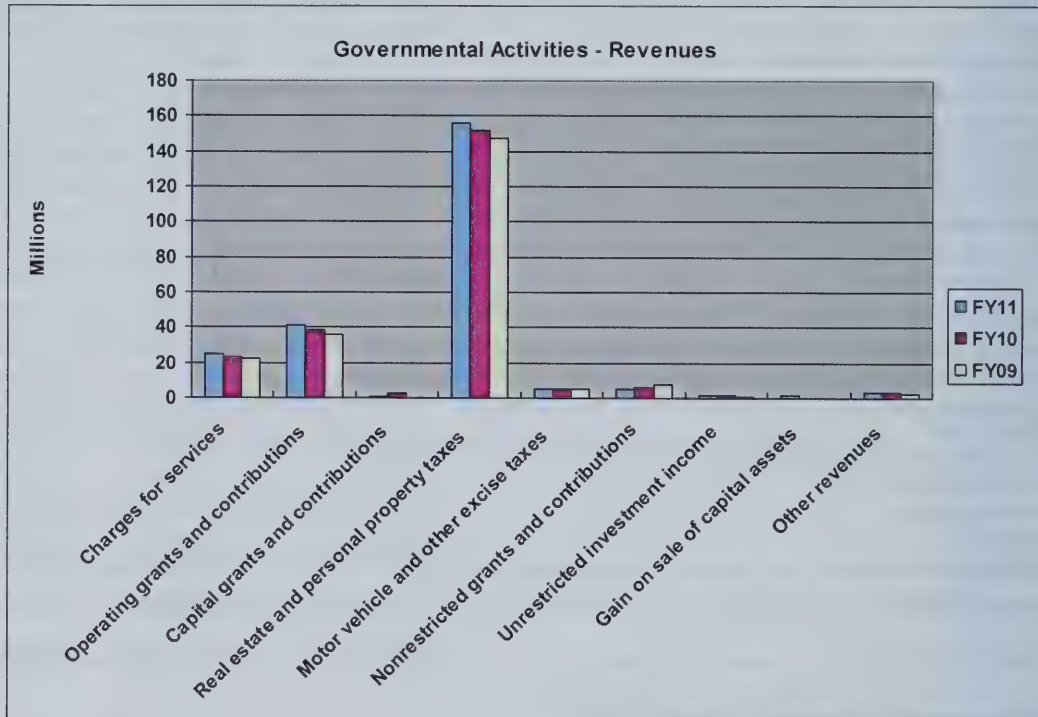
The first is the decrease in the liability relating to GASB Statement #45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This requires the recognition of other postemployment benefits (OPEB) cost over a period that approximates employees' years of service and providing information about actuarial accrued liabilities associated with OPEB and to what extent progress is being made in funding the plan. In fiscal 2011 the Town's actuarial valuation decreased by \$2.7 million. This was due to the establishment of the OPEB Trust, which allowed the actuarial valuation to use a higher rate of return, and the Town joining the GIC, which lowered the annual cost of health care. This decrease contrasts with the prior year increase in the OPEB accrual of \$10.9 million. This combined \$13.6 million change is the primary reason why total expenses decreased from FY2010 to FY2011.

Other factors impacting the \$14.8 million increase in net assets include are that the landfill closure liability decreased by \$1.1 million to a balance of \$4.6 million, the recognition of an entitlement receivable of \$2.3 million related to the CDBG Program, the net gain on disposal of capital assets of \$1.5 million, a \$1.1 million capital grant related to the MSBA Reimbursement of the Runkle and Heath School construction projects, the receipt of approximately \$1.0 million of insurance damage recovery, an increase in school federal and state grants of approximately \$560 thousand, and the Town's ability to fund approximately \$7 million of capital additions from current revenues.

These increases were offset by the fact that depreciation exceeded principal payments on long-term debt by approximately \$2.5 million.

The governmental expenses totaled \$224.2 million of which \$63.3 million (28.3%) was directly supported by program revenues consisting of charges for services, operating grants and contributions and capital grants. General revenues totaled \$173.9 million, primarily coming from property taxes, motor vehicle and other excise, and non-restricted state aid.

The following tables show the functional sources and uses of Fiscal 2011 revenues and expenses.



Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of *governmental funds* is to provide information on near term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$65.9 million, of which \$23.5 million is for the general fund, \$2 thousand is for the Chapter 90 Highway major fund, \$9.8 million is for the capital articles fund, and \$32.6 million is for the nonmajor funds.

The General Fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance was \$22.6 million, while total fund balance was \$23.5 million. Reservation of fund balance for Encumbrances and Continuing Appropriations totaled \$969 thousand and there was \$5.3 million designated as amounts voted to be used in fiscal year 2012. Unassigned, undesignated fund balance represents 11% of total general fund expenditures, while total fund balance represents 11% of total general fund expenditures.

Fund balance of the General Fund increased by \$203 thousand during fiscal year 2011. This is primarily due to the budgetary deficit of (\$322) thousand being offset by; 1) by a (\$241) thousand reduction in the liability for appellate tax board cases, 2) an increase of \$171 thousand for the Massachusetts School Building Authority receivable, and 3) the inclusion of \$105 thousand of stabilization fund activity in the general fund as a result of the implementation of GASB Statement #54.

The Capital Article Fund is used to account for various revenue financed capital projects. At the end of the current fiscal year the fund has a fund balance of \$9.8 million.

The Chapter 90 Highway fund is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, and sidewalks. At the end of the current fiscal year the fund has a fund balance of \$2 thousand.

General Fund Budgetary Highlights

There was approximately a \$191 thousand increase between the original and final budget. This change primarily represented appropriation increases in public safety, education, public works, offset by decreases in general government and employee benefits. The Town has elected to carryforward encumbrances and appropriations totaling \$968 thousand.

Business-type Activities. Key elements of the business-type activities are as follows:

	<u>FY 2011</u> <u>Water & Sewer</u> <u>Activities</u>	<u>FY 2010</u> <u>Water & Sewer</u> <u>Activities</u>	<u>FY 2009</u> <u>Water & Sewer</u> <u>Activities</u>
Assets:			
Current:			
Cash and short-term investments.....	\$ 5,666,909	\$ 2,658,965	\$ 928,684
Receivables, net of allowance for uncollectibles..	4,959,144	5,000,105	5,447,808
Other current assets.....	15,217	13,943	2,066
Capital assets.....	41,291,585	35,857,042	36,158,216
Total assets.....	51,932,855	43,530,055	42,536,774
Liabilities:			
Current liabilities (excluding debt).....	2,028,958	400,701	423,114
Noncurrent liabilities (excluding debt).....	1,343,243	1,442,236	1,038,480
Current debt.....	2,078,761	2,192,101	1,941,323
Noncurrent debt.....	11,600,191	12,678,951	12,540,452
Total liabilities.....	17,051,153	16,713,989	15,943,369
Net Assets:			
Capital assets net of related debt.....	27,612,633	20,985,990	21,676,441
Unrestricted.....	7,269,069	5,830,076	4,916,964
Total net assets.....	34,881,702	26,816,066	26,593,405
Program revenues:			
Charges for services.....	24,190,848	22,545,102	21,754,052
Operating grants and contributions.....	34,620	-	-
Capital grants and contributions.....	3,937,252	-	-
General Revenues:			
Unrestricted investment income.....	2,789	-	-
Gain/(loss) on disposal of capital assets.....	(133,145)	(12,394)	(22,577)
Total revenues.....	28,032,364	22,532,708	21,731,475
Expenses:			
Water and sewer.....	22,039,432	20,505,232	20,673,186
Transfers In/(Out).....	(1,643,181)	(1,804,815)	(1,830,405)
Change in net assets.....	\$ 4,349,751	\$ 222,661	\$ (772,116)

The water and sewer enterprise net assets increased by \$4.3 million during the current fiscal year. This was primarily attributable to the receipt of a capital grant of \$3.9 million from the Massachusetts Water Resource Authority and an approximately \$102 thousand decrease in the liability relating to GASB Statement #45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*.

	<u>FY 2011 Golf Course Activities</u>	<u>FY 2010 Golf Course Activities</u>	<u>FY 2009 Golf Course Activities</u>
Assets:			
Current:			
Cash and short-term investments.....	\$ 508,608	\$ 239,401	\$ 261,510
Other current assets.....	7,192	16,689	30
Capital assets.....	1,999,332	2,145,528	2,172,013
Total assets.....	2,515,132	2,401,618	2,433,553
Liabilities:			
Current liabilities (excluding debt).....	340,274	392,815	431,413
Noncurrent liabilities (excluding debt).....	50,287	57,226	44,023
Current debt.....	145,000	155,000	140,000
Noncurrent debt.....	935,000	705,000	735,000
Total liabilities.....	1,470,561	1,310,041	1,350,436
Net Assets:			
Capital assets net of related debt.....	919,332	1,285,528	1,297,013
Unrestricted.....	125,239	(193,951)	(213,896)
Total net assets.....	1,044,571	1,091,577	1,083,117
Program revenues:			
Charges for services.....	1,122,854	1,129,605	1,176,267
General Revenues:			
Unrestricted investment income.....	516	3,369	9,902
Gain/loss on disposal of capital assets.....	(107,742)	-	-
Total revenues.....	1,015,628	1,132,974	1,186,169
Expenses:			
Golf.....	896,473	954,220	997,585
Total expenses.....	896,473	954,220	997,585
Transfers In/(Out).....	(166,161)	(170,294)	(163,286)
Change in net assets.....	\$ (47,006)	\$ 8,460	\$ 25,298

The golf enterprise net assets decreased by (\$47) thousand during the current fiscal year. The decrease is primarily due to the loss of (\$108) thousand on disposal of capital assets. Excluding this loss, the Golf Enterprise net assets increased by approximately \$61 thousand which matched the primary objective of the fund where rates are designed to cover the cost of operations.

Capital Planning and Budgeting

Capital planning and budgeting is a critical undertaking for any government and is central to the delivery of essential services and the quality of life for residents. In fact, without a sound plan for long-term investment in infrastructure and equipment, the ability of local government to accomplish its goals is greatly hampered. In 1994, as part of the override discussion that year, the Board of Selectmen implemented a Financial Improvement Program. A key area addressed in the Program was capital planning and, since then, the Town has made a significant commitment to its Capital Improvement Program (CIP) to address the backlog of capital needs created by the under-investment in infrastructure during the late-1970's and the 1980's. Over the past decade (FY02 - FY11), the Town has authorized expenditures of more than \$180 million, for an average of \$18 million per year. Although there continues to be more to do in the areas of street and sidewalk repairs, parks/open space improvements, and school and town facilities upgrades, the commitment to capital improvements is showing positive results.

Each year's CIP takes into account a projected six-year view. The FY11 – FY16 CIP continued the Town's aggressive approach toward maintaining and improving the Town's physical assets. Developed within the parameters of the Board of Selectmen's CIP Policies, the CIP incorporated a number of major projects along with a financing plan that includes outside funding sources and grant opportunities. Part of the Town Administrator's plan to balance the FY10 budget was to reduce the 5.5% funding level to 5% for FY10, freeing-up \$917,000 for the Operating Budget. Those funds were used to reduce the level of cuts in the Operating Budget. This CIP follows the plan discussed to phase back-up to 5.5%, reaching 5.25% in FY11 and 5.5% in FY12. It is critical to return to the 5.5% level, as the amount of projected debt service in the out-years requires that level of funding for projects such as the Devotion School and Classroom Capacity.

In addition to the 5.5% financing, Free Cash, CDBG, and state/federal grants are the other key components of the overall financing strategy of the CIP. The Town's certified Free Cash for the fiscal year ending June 30, 2009 was \$4.6 million, providing the CIP with \$3.7 million of additional pay-as-you-go capacity for FY11. For the out-years of the CIP, \$3.75 million is estimated for Free Cash, which yields approximately \$3 million per year for the CIP. CDBG funds add \$2.25 million over the six-year CIP, a level of funding that reflects the Town's plans to utilize the CDBG Section 108 Loan Program. This program allows the Town to take a loan for the Village Square Project and pay it back with future CDBG funds. The "Other" funds category totals \$4.2 million, the largest piece being an expected \$3.25 million from the sale of the Town-owned Fisher Hill Reservoir that will be used to fund the construction of an active and passive recreation site on the State-owned land across the street.

State/Federal grants are a critical component of the CIP, totaling \$27.3 million over the six-year period. Of this amount, \$22.5 million represents the potential State share of the Devotion School Renovation Project. This CIP assumes 40% funding by the Massachusetts School Building Authority (MSBA) for the Devotion School project; the Town must wait at least a couple of years to see if MSBA funding will be awarded. If the MSBA does not approve funding for the Devotion School, then the total project will be \$33.8 million, not a \$56.3 million project, unless additional funding was made available through a Debt Exclusion vote.

There were a number of challenges presented during the development of the CIP that made balancing it difficult, including space needs for the schools, additional funding for Town Hall/Main Library Garages, and increased Runkle costs, which placed pressure on each of the out-years of the CIP. This required the deferral of numerous projects. The issue of classroom space in the elementary schools is one of the most pressing matters for the Town, and this CIP addresses it more comprehensively than in the past. The \$5 million programmed for FY12 follows the \$400,000 approved in both FY08 and FY10 for carving out additional classrooms in various schools and the \$29.1 million approved in FY10 for the renovation of and addition to the Runkle School.

The core of any CIP should be the maintenance / repair of and improvement to a community's infrastructure, and that is the case with this Proposed CIP. Governmental jurisdictions across the country continue to struggle with the issue of funding infrastructure needs, especially in these economic and budgetary times. Fortunately, Brookline's CIP policies (dedicated CIP funding) and taxpayer support (debt exclusions for Schools and an Override that included infrastructure needs) have allowed the community to fund these needs far more adequately than would otherwise be the case.

The following schedule reflects the CIP expenditure activity for fiscal 2011, together with outstanding encumbrances and available budget balances, for both Debt and Revenue Funded Capital Projects.

	All Capital Improvement Projects			Revenue Financed Projects			Debt Financed Projects		
	Expended in Fiscal 2011	Encumbrances	Available Budget	Expended in Fiscal 2011	Encumbrances	Available Budget	Expended in Fiscal 2011	Encumbrances	Available Budget
General Government Capital Projects									
General Government Projects	38,933	9,716	8,040	38,933	9,716	8,040	-	-	-
Planning Projects	137,811	37,520	0	137,811	37,520	-	-	-	-
Technology Projects	252,649	80,671	11,330	252,649	80,671	11,330	-	-	-
Building & Public Safety Projects									
General Town Building Projects	1,110,049	1,182,659	2,002,529	633,906	995,265	548,380	476,142	187,393	1,454,150
Public Safety Building & Equipment Projects	175,559	0	26,527	175,559	-	26,527	-	-	-
Library Building Projects	251,769	5,850	29,368	251,769	5,850	29,368	-	-	-
DPW Building Projects	-	-	40,000	-	-	40,000	-	-	-
School Building Projects	4,514,136	19,011,206	6,377,969	779,993	168,730	587,863	3,734,143	18,842,476	5,790,096
DPW Projects									
Landfill Related Projects	468,350	140,678	4,134,946	461,582	140,678	813,157	6,768	-	3,321,789
Highway -Traffic Related Projects	3,011,069	871,401	4,647,134	3,011,069	871,401	3,247,134	-	-	1,400,000
Park Related Projects	2,027,682	636,239	3,246,307	1,212,879	216,239	1,886,110	814,803	420,000	1,360,197
Recreation-Library Projects									
Library Projects	172,032	1,600	96,151	172,032	1,600	96,151	-	-	-
DPW Enterprise Related Projects									
	383,139	199,653	4,872,316	113,669	-	30,763	269,470	199,653	4,841,553
Golf Enterprise Projects									
	54,118	4,584	1,282,307	-	-	-	54,118	4,584	1,282,307
GRAND TOTAL	12,697,296	22,181,779	26,774,914	7,241,861	2,527,671	7,324,823	5,355,445	19,654,107	19,460,091

Capital Asset and Debt Administration

Capital Assets. The Town of Brookline's investment in capital assets for its governmental and business type activities as of June 30, 2011 amount to \$231.5 million (net of depreciation). This investment in capital assets includes land, buildings, improvements to land and buildings, machinery and equipment, vehicles, roads, sidewalks, bridges and water and sewer lines.

The net increase in the Town of Brookline's investment in capital assets for the current year was \$3.3 million, including a \$3.0 million increase for governmental activities and a \$257 thousand increase for business-type activities.

As noted in the table above the Town's major capital projects relate to school renovations and various infrastructure projects.

Major Capital asset events during the current fiscal year included the following:

- ❖ Approximately \$2.2 million was spent on roads, sidewalks, and other related infrastructure.
- ❖ Approximately \$3.4 million was spent on machinery and equipment.
- ❖ Approximately \$830 thousand was spent on land acquisition.
- ❖ Approximately \$2.4 million was spent on building renovations and improvements.

Please see Note 4 for further capital asset information.

Town of Brookline's Capital Assets
(Net of Depreciation)

	Governmental Activities		Business –Type Activities		Total	
	2011	2010	2011	2010	2011	2010
Land	874,873	79,727	-	-	874,873	79,727
Construction in Progress	5,387,090	845,350	-	-	5,387,090	845,350
Land Improvements	12,189,556	12,510,071	946,034	945,727	13,135,590	13,455,798
Buildings	145,477,003	148,804,928	2,676,698	2,771,574	148,153,701	151,576,502
Machinery and Equipment	11,562,467	11,033,531	694,321	884,348	12,256,788	11,917,879
Infrastructure	17,770,783	16,954,837	38,973,864	37,116,806	56,744,647	54,071,643
Total	193,261,772	190,228,444	43,290,917	41,718,455	236,552,689	231,946,899

Long-term Debt. At the end of the current fiscal year, the Town of Brookline had total bonded debt outstanding of \$75,955,000, of which \$61,196,048 is governmental debt and \$14,758,952 in business type debt. All of this amount is classified as outstanding long-term debt. The Town has no revenue bonds outstanding, which are bonds secured solely by specified revenue sources. During fiscal year 2011, the Town retired long term debt of \$9,452,500.

The Town of Brookline issued \$11,025,000 of general obligation bonds. These bonds were used to finance several capital improvement projects. Included in these issues was \$9,650,000 in general obligation bonds for renovations to the Runkle School, \$1,000,000 for Sewer improvements, and \$375,000 for the Golf Course.

Please see notes 7 and 8 for further debt information.

In fiscal 2005, the Commonwealth enacted legislation that changed the method for funding the school building assistance program. Under the new program, the assistance is paid to support construction costs and reduce the total debt service of the Town. The Town has been approved for projects at the Runkle and Heath School's under this program. Through the end of fiscal year 2011, the Town has recorded capital grant revenue totaling approximately \$1,097,000 and \$67,000 respectfully, from the MSBA which is equal to 40% and 34.5% of approved construction costs incurred to date. The Town received \$876,000 of reimbursements related to the Runkle School and \$67,000 related to the Heath School in fiscal 2011.

Cash and Investments

At June 30, 2011, the Town had recorded a Cash and Investments balance of \$90,337,869. Additional adjustments for accounts not maintained by the Treasurer, but included in overall financial statement cash, were Library Cash \$(232,580) and Investment accounts \$(4,081,680) maintained by the Trustees of the Brookline Public Library; and Retirement Cash \$(2,402,588) and Investment accounts \$(209,659,195) maintained by the Brookline Retirement System. This resulted in total Cash and Investments of \$306,713,912 as reflected in the Basic Financial Statements.

Requests for Information

This financial report is designed to provide a general overview of the Town of Brookline's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Comptroller at Brookline Town Hall, 333 Washington Street, Brookline, Massachusetts 02146.

You are also invited to visit our website at <http://www.brookline.ma.gov/>.

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Basic Financial Statements

STATEMENT OF NET ASSETS

JUNE 30, 2011

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 67,887,558	\$ 6,175,517	\$ 74,063,075
Investments.....	5,361,725	-	5,361,725
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	1,812,337	-	1,812,337
Tax liens.....	1,401,370	-	1,401,370
Motor vehicle excise taxes.....	241,813	-	241,813
User fees.....	125,594	-	125,594
Water and sewer fees.....	-	4,959,144	4,959,144
Departmental and other.....	5,408,299	-	5,408,299
Intergovernmental.....	7,572,918	-	7,572,918
Loans.....	135,287	-	135,287
Internal balances.....	275,000	(275,000)	-
Prepaid expenses.....	310,500	22,409	332,909
NONCURRENT:			
Restricted assets:			
Intergovernmental.....	4,411,000	-	4,411,000
Capital assets, nondepreciable.....	6,261,963	-	6,261,963
Capital assets, net of accumulated depreciation.....	186,999,809	43,290,917	230,290,726
TOTAL ASSETS.....	288,205,173	54,172,987	342,378,160
LIABILITIES			
CURRENT:			
Warrants payable.....	3,071,158	1,658,941	4,730,099
Accrued liabilities.....	143,777	120	143,897
Accrued payroll.....	1,655,011	-	1,655,011
Tax refunds payable.....	2,129,000	-	2,129,000
Accrued interest.....	590,128	137,357	727,485
Abandoned property.....	171,743	-	171,743
Other liabilities.....	573,346	7,198	580,544
Deferred revenue.....	475,740	-	475,740
Customer deposits payable.....	9,253	-	9,253
Landfill closure.....	165,000	-	165,000
Compensated absences.....	5,905,415	290,616	6,196,031
Workers' compensation.....	245,750	-	245,750
Bonds payable.....	7,796,238	2,223,761	10,019,999
NONCURRENT:			
Landfill closure.....	4,505,000	-	4,505,000
Compensated absences.....	3,687,093	104,587	3,791,680
Workers' compensation.....	737,250	-	737,250
Postretirement benefits.....	33,427,338	1,288,943	34,716,281
Bonds payable.....	53,399,809	12,535,191	65,935,000
TOTAL LIABILITIES.....	118,688,049	18,246,714	136,934,763
NET ASSETS			
Invested in capital assets, net of related debt.....	145,193,503	28,531,965	173,725,468
Restricted for:			
Loans.....	135,287	-	135,287
Permanent funds:			
Expendable.....	5,134,017	-	5,134,017
Nonexpendable.....	1,150,127	-	1,150,127
Other purposes.....	24,049,701	-	24,049,701
Unrestricted.....	(6,145,511)	7,394,308	1,248,797
TOTAL NET ASSETS.....	\$ 169,517,124	\$ 35,926,273	\$ 205,443,397

See notes to basic financial statements

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2011

	Program Revenues				
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue
Primary Government:					
Governmental Activities:					
General government.....	\$ 19,600,852	\$ 4,766,523	\$ 2,014,101	\$ -	\$ (12,820,228)
Public safety.....	47,579,531	7,927,922	529,726	-	(39,121,883)
Education.....	120,484,530	6,236,409	30,607,567	1,082,836	(82,557,718)
Public works.....	19,656,664	3,169,289	133,282	-	(16,354,093)
Community and economic development.....	1,717,158	-	3,511,618	-	1,794,460
Human services.....	4,253,740	33,168	405,797	-	(3,814,775)
Leisure services.....	8,694,233	2,537,644	132,972	-	(6,023,617)
Interest.....	2,223,231	-	258,315	-	(1,964,916)
Total Governmental Activities.....	224,209,939	24,670,955	37,593,378	1,082,836	(160,862,770)
Business-Type Activities:					
Golf.....	896,473	1,122,854	-	-	226,381
Water and sewer.....	22,039,432	24,190,848	34,620	3,937,252	6,123,288
Total Business-Type Activities.....	22,935,905	25,313,702	34,620	3,937,252	6,349,669
Total Primary Government.....	\$ 247,145,844	\$ 49,984,657	\$ 37,627,998	\$ 5,020,088	\$ (154,513,101)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES (Continued)

FISCAL YEAR ENDED JUNE 30, 2011

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net assets:			
Net (expense) revenue from previous page.....	\$ <u>(160,862,770)</u>	\$ <u>6,349,669</u>	\$ <u>(154,513,101)</u>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	156,404,746	-	156,404,746
Motor vehicle and other excise taxes.....	5,227,536	-	5,227,536
Hotel/motel tax.....	1,244,887	-	1,244,887
Penalties and interest on taxes.....	498,405	-	498,405
Payments in lieu of taxes.....	908,270	-	908,270
Grants and contributions not restricted to specific programs.....	5,544,701	-	5,544,701
Unrestricted investment income.....	1,380,045	3,305	1,383,350
Gain (loss) on disposal of capital assets.....	1,500,417	(240,887)	1,259,530
Miscellaneous.....	1,157,096	-	1,157,096
<i>Transfers, net</i>	<u>1,809,342</u>	<u>(1,809,342)</u>	<u>-</u>
Total general revenues and transfers.....	<u>175,675,445</u>	<u>(2,046,924)</u>	<u>173,628,521</u>
Change in net assets.....	14,812,675	4,302,745	19,115,420
<i>Net Assets:</i>			
Beginning of year (as restated).....	<u>154,704,449</u>	<u>31,623,528</u>	<u>186,327,977</u>
End of year.....	\$ <u><u>169,517,124</u></u>	\$ <u><u>35,926,273</u></u>	\$ <u><u>205,443,397</u></u>

See notes to basic financial statements.

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2011

	General	Capital Article Fund	Chapter 90 Highway Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents.....	\$ 27,853,934	\$ 9,979,112	\$ 9,027	\$ 25,644,044	\$ 63,486,117
Investments.....	-	-	-	5,361,725	5,361,725
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	1,812,337	-	-	-	1,812,337
Tax liens.....	1,401,370	-	-	-	1,401,370
Motor vehicle excise taxes.....	241,813	-	-	-	241,813
User fees.....	125,594	-	-	-	125,594
Departmental and other.....	2,773,555	-	-	2,634,744	5,408,299
Intergovernmental.....	6,014,046	-	2,664,564	3,305,308	11,983,918
Loans.....	-	-	-	135,287	135,287
Due from other funds.....	275,000	-	-	-	275,000
Prepaid expenses.....	297,233	-	-	13,267	310,500
TOTAL ASSETS.....	\$ 40,794,882	\$ 9,979,112	\$ 2,673,591	\$ 37,094,375	\$ 90,541,960
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Warrants payable.....	\$ 1,302,887	\$ 129,068	\$ 7,393	\$ 1,597,359	\$ 3,036,707
Accrued liabilities.....	50,134	4,621	-	89,022	143,777
Accrued payroll.....	1,608,518	-	-	46,493	1,655,011
Tax refunds payable.....	2,129,000	-	-	-	2,129,000
Liabilities due depositors.....	9,253	-	-	-	9,253
Abandoned property.....	165,746	-	-	5,997	171,743
Other liabilities.....	539,980	-	-	33,366	573,346
Deferred revenues.....	11,465,316	-	2,664,564	2,766,013	16,895,893
TOTAL LIABILITIES.....	17,270,834	133,689	2,671,957	4,538,250	24,614,730
FUND BALANCES:					
Nonspendable.....	-	-	-	1,150,127	1,150,127
Restricted.....	-	-	1,634	24,227,247	24,228,881
Committed.....	-	9,845,423	-	7,178,751	17,024,174
Assigned.....	968,972	-	-	-	968,972
Unassigned.....	22,555,076	-	-	-	22,555,076
TOTAL FUND BALANCES.....	23,524,048	9,845,423	1,634	32,556,125	65,927,230
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 40,794,882	\$ 9,979,112	\$ 2,673,591	\$ 37,094,375	\$ 90,541,960

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET ASSETS**

FISCAL YEAR ENDED JUNE 30, 2011

Total governmental fund balances.....	\$ 65,927,230
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	193,261,772
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	16,420,153
Internal service funds are used by management to account for liability, health insurance and workers' compensation activities.	
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net assets.....	3,383,990
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(590,128)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds and notes payable.....	(61,196,047)
Landfill closure.....	(4,670,000)
Postretirement benefits.....	(33,427,338)
Compensated absences.....	(9,592,508)
Net effect of reporting long-term liabilities.....	(108,885,893)
Net assets of governmental activities.....	<u>\$ 169,517,124</u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2011

	General	Capital Article Fund	Chapter 90 Highway Fund	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 156,157,408	\$ -	\$ -	\$ -	\$ 156,157,408
Motor vehicle and other excise taxes.....	5,178,153	-	-	-	5,178,153
Hotel/motel tax.....	1,244,887	-	-	-	1,244,887
Charges for services.....	4,776,101	-	-	-	4,776,101
Penalties and interest on taxes.....	498,405	-	-	-	498,405
Payments in lieu of taxes.....	908,270	-	-	-	908,270
Licenses and permits.....	3,586,851	-	-	-	3,586,851
Fines and forfeitures.....	4,274,494	-	-	-	4,274,494
Intergovernmental.....	29,019,485	66,035	584,742	11,761,692	41,431,954
Departmental and other.....	1,238,807	-	-	13,248,967	14,487,774
Contributions.....	-	-	-	1,157,217	1,157,217
Investment income.....	433,933	-	-	937,985	1,371,918
TOTAL REVENUES.....	207,316,794	66,035	584,742	27,105,861	235,073,432
EXPENDITURES:					
Current:					
General government.....	8,336,784	1,509,527	-	1,264,484	11,110,795
Public safety.....	33,799,665	173,675	-	754,884	34,728,224
Education.....	72,076,627	884,022	-	20,053,854	93,014,503
Public works.....	14,444,282	4,091,523	660,636	307,459	19,503,900
Community and economic development.....	-	-	-	1,717,158	1,717,158
Human services.....	2,275,520	-	-	974,619	3,250,139
Leisure services.....	4,444,419	490,505	-	2,125,639	7,060,563
Pension benefits.....	28,600,375	-	-	-	28,600,375
Fringe benefits.....	26,087,430	-	-	-	26,087,430
State and county charges.....	5,576,032	-	-	-	5,576,032
Debt service:					
Principal.....	7,105,400	-	-	-	7,105,400
Interest.....	2,109,205	-	-	-	2,109,205
TOTAL EXPENDITURES.....	204,855,739	7,149,252	660,636	27,198,097	239,863,724
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	2,461,055	(7,083,217)	(75,894)	(92,236)	(4,790,292)
OTHER FINANCING SOURCES (USES):					
Proceeds from bonds and notes.....	-	-	-	9,650,000	9,650,000
Premium from issuance of bonds, net of expenditures.....	14,507	-	-	-	14,507
Sale of capital assets.....	-	-	-	3,250,000	3,250,000
Transfers in.....	4,829,278	7,102,000	-	-	11,931,278
Transfers out.....	(7,102,000)	(21,176)	-	(2,998,760)	(10,121,936)
TOTAL OTHER FINANCING SOURCES (USES).....	(2,258,215)	7,080,824	-	9,901,240	14,723,849
NET CHANGE IN FUND BALANCES.....	202,840	(2,393)	(75,894)	9,809,004	9,933,557
FUND BALANCES AT BEGINNING OF YEAR (AS REVISED).....	23,321,208	9,847,816	77,528	22,747,121	55,993,673
FUND BALANCES AT END OF YEAR.....	\$ 23,524,048	\$ 9,845,423	\$ 1,634	\$ 32,556,125	\$ 65,927,230

See notes to basic financial statements

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2011

Net change in fund balances - total governmental funds.....		\$ 9,933,557
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....	14,378,581	
Depreciation expense.....	<u>(9,595,670)</u>	
Net effect of reporting capital assets.....		4,782,911
<p>In the Statement of Activities, only the gain on the disposal of capital assets is reported, whereas in the governmental funds the entire proceeds of the sale are reported as financial resources. As a result, the change in net assets differs from the change in fund balance by the cost of the capital assets sold.....</p>		
		(1,749,583)
<p>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....</p>		
		631,296
<p>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.</p>		
Proceeds from bonds and notes.....	(9,650,000)	
Debt service principal payments.....	<u>7,105,400</u>	
Net effect of reporting long-term debt.....		(2,544,600)
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....	(161,135)	
Net change in accrued interest on long-term debt.....	(128,532)	
Net change in postretirement benefit accrual.....	2,730,811	
Net change in landfill accrual.....	<u>1,093,000</u>	
Net effect of recording long-term liabilities and amortizing deferred losses.....		3,534,144
<p>Internal service funds are used by management to account for health insurance and workers' compensation activities.</p>		
The net activity of internal service funds is reported with Governmental Activities.....		<u>224,950</u>
Change in net assets of governmental activities.....		<u>\$ 14,812,675</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET ASSETS

JUNE 30, 2011

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water & Sewer	Golf Course	Total	
ASSETS				
CURRENT:				
Cash and cash equivalents.....	\$ 5,666,909	\$ 508,608	\$ 6,175,517	\$ 4,401,441
Receivables, net of allowance for uncollectibles:				
Water and sewer fees.....	4,959,144	-	4,959,144	-
Prepaid expenses.....	15,217	7,192	22,409	-
Total current assets.....	10,641,270	515,800	11,157,070	4,401,441
NONCURRENT:				
Capital assets, net of accumulated depreciation.....	41,291,585	1,999,332	43,290,917	-
TOTAL ASSETS.....	51,932,855	2,515,132	54,447,987	4,401,441
LIABILITIES				
CURRENT:				
Warrants payable.....	1,646,925	12,016	1,658,941	34,451
Accrued liabilities.....	120	-	120	-
Accrued interest.....	127,842	9,515	137,357	-
Due to other funds.....	-	275,000	275,000	-
Other liabilities.....	-	7,198	7,198	-
Compensated absences.....	254,071	36,545	290,616	-
Workers' compensation.....	-	-	-	245,750
Bonds payable.....	2,078,761	145,000	2,223,761	-
Total current liabilities.....	4,107,719	485,274	4,592,993	280,201
NONCURRENT:				
Compensated absences.....	93,337	11,250	104,587	-
Workers' compensation.....	-	-	-	737,250
Postretirement benefits.....	1,249,906	39,037	1,288,943	-
Bonds payable.....	11,600,191	935,000	12,535,191	-
Total noncurrent liabilities.....	12,943,434	985,287	13,928,721	737,250
TOTAL LIABILITIES.....	17,051,153	1,470,561	18,521,714	1,017,451
NET ASSETS				
Invested in capital assets, net of related debt.....	27,612,633	919,332	28,531,965	-
Unrestricted.....	7,269,069	125,239	7,394,308	3,383,990
TOTAL NET ASSETS.....	\$ 34,881,702	\$ 1,044,571	\$ 35,926,273	\$ 3,383,990

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2011

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water & Sewer	Golf Course	Total	
OPERATING REVENUES:				
Employer contributions	\$ -	\$ -	\$ -	\$ 2,530,503
Charges for services	24,190,848	1,122,854	25,313,702	-
Intergovernmental.....	3,971,872	-	3,971,872	-
TOTAL OPERATING REVENUES	28,162,720	1,122,854	29,285,574	2,530,503
OPERATING EXPENSES:				
Cost of services and administration	20,479,542	774,660	21,254,202	-
Depreciation.....	1,044,483	83,909	1,128,392	-
Building and liability insurance claims.....	-	-	-	270,921
Employee benefits	-	-	-	2,042,759
TOTAL OPERATING EXPENSES	21,524,025	858,569	22,382,594	2,313,680
OPERATING INCOME (LOSS).....	6,638,695	264,285	6,902,980	216,823
NONOPERATING REVENUES (EXPENSES):				
Investment income.....	2,789	516	3,305	8,127
Interest expense.....	(515,407)	(37,904)	(553,311)	-
Loss on disposal of capital assets.....	(133,145)	(107,742)	(240,887)	-
TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	(645,763)	(145,130)	(790,893)	8,127
INCOME (LOSS) BEFORE TRANSFERS.....	5,992,932	119,155	6,112,087	224,950
TRANSFERS:				
Transfers out.....	(1,643,181)	(166,161)	(1,809,342)	-
CHANGE IN NET ASSETS.....	4,349,751	(47,006)	4,302,745	224,950
NET ASSETS AT BEGINNING OF YEAR (AS RESTATED)...	30,531,951	1,091,577	31,623,528	3,159,040
NET ASSETS AT END OF YEAR.....	\$ 34,881,702	\$ 1,044,571	\$ 35,926,273	\$ 3,383,990

See notes to basic financial statements.

**PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS**

FISCAL YEAR ENDED JUNE 30, 2011

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water & Sewer	Golf Course	Total	
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>				
Receipts from customers and users.....	\$ 24,231,809	\$ 1,122,854	\$ 25,354,663	\$ -
Receipts from interfund services provided.....	-	-	-	2,530,503
Receipts from other governments.....	3,971,872	-	3,971,872	-
Payments to vendors.....	(17,998,323)	(430,933)	(18,429,256)	(2,218,332)
Payments to employees.....	(2,180,136)	(397,484)	(2,577,620)	-
NET CASH FROM OPERATING ACTIVITIES.....	8,025,222	294,437	8,319,659	312,171
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>				
Transfers out.....	(1,643,181)	(166,161)	(1,809,342)	-
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>				
Proceeds from the issuance of bonds and notes.....	1,000,000	375,000	1,375,000	-
Acquisition and construction of capital assets.....	(1,655,531)	(45,455)	(1,700,986)	-
Principal payments on bonds.....	(2,192,100)	(155,000)	(2,347,100)	-
Interest expense.....	(529,255)	(34,130)	(563,385)	-
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(3,376,886)	140,415	(3,236,471)	-
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>				
Investment income.....	2,789	516	3,305	8,127
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	3,007,944	269,207	3,277,151	320,298
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR (AS RESTATED).....	2,658,965	239,401	2,898,366	4,081,143
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 5,666,909	\$ 508,608	\$ 6,175,517	\$ 4,401,441
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>				
Operating income (loss).....	\$ 6,638,695	\$ 264,285	\$ 6,902,980	\$ 216,823
Adjustments to reconcile operating income (loss) to net cash from operating activities:				
Depreciation.....	1,044,483	83,909	1,128,392	-
Changes in assets and liabilities:				
Charges for services receivable.....	40,961	-	40,961	-
Due to other funds.....	-	(25,000)	(25,000)	-
Prepaid expenses.....	(1,274)	9,497	8,223	-
Warrants payable.....	381,999	(18,472)	363,527	12,348
Postretirement benefits.....	(102,110)	(3,189)	(105,299)	-
Accrued liabilities.....	(919)	-	(919)	-
Other liabilities.....	-	(2,976)	(2,976)	-
Accrued compensated absences.....	23,387	(13,617)	9,770	-
Workers' compensation.....	-	-	-	83,000
Total adjustments.....	1,386,527	30,152	1,416,679	95,348
NET CASH FROM OPERATING ACTIVITIES.....	\$ 8,025,222	\$ 294,437	\$ 8,319,659	\$ 312,171
<u>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES:</u>				
Loss on disposal of fixed assets.....	\$ 133,145	\$ 107,742	\$ 240,887	\$ -

See notes to basic financial statements

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2011

	Pension Trust Fund (as of December 31, 2010)	Other Postemployment Benefits Trust Fund	Private Purpose Trust Funds	Agency Funds
ASSETS				
CURRENT:				
Cash and cash equivalents.....	\$ 2,402,588	\$ 225,243	\$ 1,147,193	\$ -
Investments.....	209,659,195	10,657,097	3,197,796	-
Interest and dividends.....	388	-	-	-
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	169,295	-	-	525,646
Due from other funds.....	-	-	525,646	-
TOTAL ASSETS.....	212,231,466	10,882,340	4,870,635	525,646
LIABILITIES				
Warrants payable.....	182,231	-	-	-
Accrued liabilities.....	-	-	325,691	-
Due to other funds.....	-	-	-	525,646
TOTAL LIABILITIES.....	182,231	-	325,691	525,646
NET ASSETS				
Held in trust for pension benefits, opeb, and other purposes..	\$ <u>212,049,235</u>	\$ <u>10,882,340</u>	\$ <u>4,544,944</u>	\$ <u>-</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2011

	Pension Trust Fund (as of December 31, 2010)	Other Postemployment Benefits Trust Fund	Private Purpose Trust Funds
ADDITIONS:			
Contributions:			
Employer.....	\$ 15,321,487	\$ 2,013,731	\$ -
Employee.....	5,410,699	-	-
Private donations.....	-	-	171,299
Total contributions.....	20,732,186	2,013,731	171,299
Net investment income (loss):			
Net change in fair value of investments.....	23,351,153	-	-
Investment income (loss).....	3,310,481	1,594,099	576,024
Total investment income (loss).....	26,661,634	1,594,099	576,024
Less: investment expense.....	(949,002)	-	-
Net investment income (loss).....	25,712,632	1,594,099	576,024
Intergovernmental.....	666,996	-	-
Transfers from other systems.....	517,886	-	-
TOTAL ADDITIONS.....	47,629,700	3,607,830	747,323
DEDUCTIONS:			
Administration.....	554,735	80,313	961
Transfers to other systems.....	834,592	-	-
Retirement benefits and refunds.....	23,518,734	-	-
Educational scholarships.....	-	-	203,965
TOTAL DEDUCTIONS.....	24,908,061	80,313	204,926
CHANGE IN NET ASSETS.....	22,721,639	3,527,517	542,397
NET ASSETS AT BEGINNING OF YEAR (AS REVISED).....	189,327,596	7,354,823	4,002,547
NET ASSETS AT END OF YEAR.....	\$ 212,049,235	\$ 10,882,340	\$ 4,544,944

See notes to basic financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Brookline, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

The Town was founded in 1630 as a part of Boston and was incorporated in 1705 under the Statutes of the Commonwealth of Massachusetts. The Town operates under a representative Town Meeting form of government and provides the following services to the residents of its community: administrative, public safety, public works, education, community development, water and sewer, health and human services, elder and leisure services.

The Town of Brookline is a municipal corporation that is governed by an elected Board of Selectmen.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Brookline Contributory Retirement System (Retirement System) has been included as a blended component. Blended component units are entities that are legally separate from the Town, but are so related that they are, in substance, the same as the Town or entities providing services entirely or almost entirely for the benefit of the Town.

The Retirement System provides retirement benefits to Town employees, the Brookline Housing Authority employees, and their beneficiaries. The Retirement System is governed by a five-member board comprised of the Town Comptroller (ex-officio), an appointee of the Board of Selectmen, two members elected by the Retirement System's participants and one member appointed by the other four Board members. The Retirement System is presented using the accrual basis of accounting and is reported as the Pension Trust Fund in the fiduciary fund financial statements.

Availability of Financial Information for Component Units

The Retirement System did not issue a separate audited financial statement. The Retirement System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth of Massachusetts' (Commonwealth) Public Employee Retirement Administration Commission (PERAC). That report may be obtained by contacting the Retirement System located at Brookline Town Hall.

Joint Ventures – The Town is a member of the Massachusetts Water Resources Authority (MWRA), a joint venture with other Massachusetts governmental entities that was organized to provide water and sewer services to the respective members' Cities, Towns and Districts. Complete financial statements for the MWRA can be obtained directly from their administrative office located at 100 First Avenue, Boston, Massachusetts 02189.

The Town is also a member of the Massachusetts Bay Transportation Authority (MBTA), a joint venture with other Massachusetts governmental entities that was organized to provide public transportation services to the respective members' Cities, Towns and Districts. Complete financial statements for the MBTA can be obtained directly from their administrative office located at 10 Park Plaza, Boston, Massachusetts 02116.

B. Government-Wide and Fund Financial Statements*Government-Wide Financial Statements*

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation*Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.

Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. However, the effect of interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, and claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days of fiscal year end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *capital article fund* is used to account for revenue financed capital projects.

The *chapter 90 highway fund* is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, and sidewalks.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for and report financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary funds are reported:

The *water & sewer enterprise fund* is used to account for the water and sewer activities.

The *golf enterprise fund* is used to account for the Town's golf course activities.

Additionally, the following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. This fund is used to account for risk financing activities related to health insurance, (including the fiduciary-managed trust fund for Other Postretirement Benefits), workers' compensation, unemployment and municipal building insurance. The Town also uses this fund to accumulate reserves for postemployment benefits.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *pension trust fund* is used to account for the activities of the Retirement System, which accumulates resources to provide pension benefits to eligible retirees and their beneficiaries.

The *other postemployment benefits trust fund* is used to accumulate assets which will be used to offset future postemployment benefit costs.

The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

The *agency fund* is used to account for assets held in a purely custodial capacity.

Government-Wide and Fund Financial Statements

For the government-wide financial statements, and proprietary and fiduciary fund accounting, all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, are applied, unless those pronouncements conflict with or contradict GASB pronouncements.

D. Cash and Investments*Government-Wide and Fund Financial Statements*

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Accounts Receivable*Government-Wide and Fund Financial Statements*

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate Taxes, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessors for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Refuse

Refuse fees are levied quarterly for each type of property that utilizes the collection service and are based upon a third party waste collection contract. Refuse fees are recorded receivables in the fiscal year of the levy. Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Water & Sewer

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed annually and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the fiscal year of the levy.

Since the receivables are secured via the lien process, these accounts are considered fully collectible and therefore do not report an allowance for uncollectibles.

Departmental and Other

Departmental and other receivables consist primarily of police and fire details and parking tickets and are recorded as receivables in the fiscal year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Loans

The Department of Community and Economic Development administers loan programs that provide housing assistance to residents and capital needs assistance for small businesses. Upon issuance, a receivable is recorded for the principal amount of the loan.

The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

F. Inventories***Government-Wide and Fund Financial Statements***

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

G. Restricted Assets

Certain assets of the enterprise fund are classified as restricted if their use is restricted by contract covenants.

H. Capital Assets***Government-Wide and Proprietary Fund Financial Statements***

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial

statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costing more than \$15,000 and having a useful life of greater than one year are capitalized.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Land improvements.....	5-50
Buildings.....	5-50
Machinery and equipment.....	3-20
Infrastructure.....	10-75

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

I. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net assets as "internal balances".

The general fund has provided a long-term interest free loan to the golf enterprise fund and these balances are included in the statement of net assets as "internal balances".

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

The general fund has provided a long-term interest free loan to the golf enterprise fund and these balances are included in the fund statements as "Due from other funds" or "Due to other funds".

J. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

Government-Wide Financial Statements

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Fund Financial Statements

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

K. Deferred Revenue

Deferred revenue at the governmental fund financial statement level represents billed receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting. In addition, property taken by the Town through the foreclosure process is recorded as an asset and deferred revenue. Deferred revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

L. Net Assets and Fund Equity

Government-Wide Financial Statements (Net Assets)

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been "restricted for" the following:

"Loans" represents community development outstanding loans receivable balances.

"Permanent funds - expendable" represents amounts held in trust for which the expenditures are restricted by various trust agreements.

"Permanent funds - nonexpendable" represents amounts held in trust for which only investment earnings may be expended.

"Other Purposes" represents amounts restricted by outside sources for specific purposes.

Fund Financial Statements (Fund Balances)

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

“Nonspendable” fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

“Restricted” fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

“Committed” fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority.

“Assigned” fund balance includes amounts that are constrained by the Town’s intent to be used for specific purposes, but are neither restricted nor committed.

“Unassigned” fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, or assigned to specific purposes within the general fund.

M. Long-term debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable material bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

N. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from the golf enterprise fund is voluntarily assigned and transferred to the general fund. The water & sewer and internal service funds retain their investment income.

O. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

P. Use of Estimates*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

Q. Individual Fund Deficits

At fiscal year-end several individual fund deficits exist in the Special Revenue Fund that will be funded through grants and available fund balances in the next fiscal year.

R. Total Column*Government-Wide Financial Statements*

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

S. Prior Period Reclassification and Restatement

During the current fiscal year, the Town elected to report the Other Postemployment Benefits Trust Fund (OPEB) separately from the Internal Service Fund. The result is a beginning balance reclassification of \$7,354,823 from the Internal Service Fund to the OPEB Trust Fund. Because the OPEB Trust Fund is now classified as a Fiduciary Fund, the beginning balance of governmental net assets has also been decreased by the same amount to a balance of \$154,704,449.

Beginning net assets of the Water & Sewer Enterprise fund have been restated by \$3,715,885 to account for previously unrecognized capital assets which were constructed entirely with grant funds.

NOTE 2 - CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the pension trust fund are held separately from those of other funds.

For the general fund, statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). Trust fund investments are subject to the Town's investment policies which are described further in this note. In addition, there are various restrictions limiting the amount and length of deposits and investments.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk – Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. At fiscal year-end, the carrying amount of deposits totaled \$50,710,675 and the bank balance totaled \$54,111,895. Of the bank balance, \$1,495,355 was covered by Federal Depository Insurance and \$52,616,540 was exposed to custodial credit risk because it was uninsured and uncollateralized.

The Town's cash and cash equivalents consist of \$50,710,675 in deposits and \$24,724,836 in cash equivalents. These cash and cash equivalents are reported in both the primary government and the fiduciary funds. Those amounts total \$74,063,075 and \$1,372,436, respectively. See investments below for amounts designated as cash equivalents.

At December 31, 2010, the carrying amount of deposits for the Retirement System totaled \$152,404 and the bank balance totaled \$565,951. The entire bank balance of \$565,951 was covered by Federal Depository Insurance.

The Retirement System's cash and cash equivalents consist of \$152,404 in deposits and \$2,250,184 in cash equivalents, totaling \$2,402,588. See investments below for amounts designated as cash equivalents.

Investments

The Town of Brookline had the following investments, including cash equivalents classified as investments, at June 30, 2011:

Investment Type	Fair Value	Maturity			
		Under 1 Year	1-5 Years	6-10 Years	Over 10 Years
<u>Debt Securities</u>					
United States Treasury.....	\$ 860,107	\$ 585,043	\$ 164,499	\$ 7,359	\$ 103,206
Federal National Mortgage Asso.....	750,173	-	76,001	31,385	642,787
Federal Home Loan Mortgage Corp.....	174,954	-	-	9,134	165,820
Total Debt Securities.....	\$ 1,785,234	\$ 585,043	\$ 240,500	\$ 47,878	\$ 911,813
<u>Other Investments</u>					
Alternative Investments - hedge funds.....	2,129,552				
Bond Mutual Funds.....	283,966				
Equity Securities.....	7,602,859				
Equity Mutual Funds.....	7,415,007				
Repurchase Agreements (*).....	729,041				
Money Market Mutual Funds (*).....	273,336				
MMDT (*).....	23,722,459				
Total Investments.....	\$ 43,941,454				

(*) designates cash equivalent

Total investments per above.....	\$ 43,941,454
Less: cash equivalents.....	(24,724,836)
Total Town investments.....	\$ 19,216,618

The Town's investments are reported in both the primary government and the fiduciary funds. Those amounts total \$5,361,725 and \$13,854,893, respectively. Included in the primary government, and reported in the internal service funds, is \$10,657,097 of investments accumulated for the funding of employee postretirement benefits.

As of December 31, 2010, the Retirement System had the following investments:

<u>Other Investments</u>	
Equity Security Mutual Funds.....	\$ 108,488,884
International Securities.....	41,992,302
PRIT Investments.....	25,634,759
Alternative Investments-Real Estate.....	33,543,250
Money Market Mutual Funds (*).....	2,250,184
Total Investments.....	\$ 211,909,379

(*) designates cash equivalent

Custodial Credit Risk – Town Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Of the Town's investments, \$860,107 in U.S. Treasury Securities, \$750,173 in Federal National Mortgage Association, \$174,954 in Federal Home Loan Mortgage Corporation, and \$7,602,860 in Equity Securities, the Town has custodial credit risk exposure of \$9,388,094 because the related securities are uninsured, unregistered and held by the counterparty.

The Town has an investment policy for custodial credit risk that states; 1) a maximum of 70% of the Town's portfolio can be in equity securities and further that any one security can makeup only 5% of the Town's portfolio, 2) a maximum of 50% of the Town's portfolio can be in fixed income securities, 3) a maximum of 20% of the Town's portfolio can be in cash. The policy also states that there are no limits or restrictions with respect to U.S. Government Securities and that the minimum rating of bonds shall be investment grade.

Interest Rate Risk – Town Investments

In investments other than the general fund, the Town's formal investment policy limits the selection of investments to the prudent investor rule, which states that the trustee should exercise reasonable care, skill, and caution. The Town contracts with an investment manager who assists the Town in managing the investment exposure to fair value losses arising from increasing interest rates.

The Town participates in MMDT, which maintains a cash portfolio and short-term bond fund with combined average maturities of approximately 3 months.

Credit Risk – Town Investments

The Town has adopted a formal policy related to credit risk. At June 30, 2011 the Town's debt securities were rated as follows:

<u>Rated Debt Investments - Town's</u>				
<u>Quality Ratings</u>	<u>United States Treasury</u>	<u>Federal National Mortgage Asso.</u>	<u>Federal Home Loan Mortgage Corp.</u>	<u>Totals</u>
AAA.....	\$ 860,107	\$ 750,173	\$ 174,954	\$ 1,785,234

Custodial Credit Risk – Retirement System Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Retirement System will not be able to recover the value of its investments or collateral security that are in the possession of an outside party. Of the Retirement System's investments the \$41,992,302 in International Securities the Retirement System has custodial credit risk exposure of \$41,992,302 because the related securities are uninsured, unregistered and held by the counterparty.

The Retirement System has an investment policy for custodial credit risk that states the Retirement System is willing to accept a level of market risk consistent with moderate interim volatility without sacrificing the potential for long term real growth of assets. To accomplish this goal the Retirement System will utilize extensive diversification to minimize company and industry specific risks while avoiding extreme levels of volatility that could adversely affect the Retirement Systems' participants.

Interest Rate Risk – Retirement System

The Retirement System has a formal investment policy that establishes the objectives and constraints that govern the investment of the Retirement System's assets. The Retirement System's assets are structured to provide growth from capital gains and income, while maintaining sufficient liquidity to meet beneficiary payments. When managing assets the Retirement System at all times must be in accordance with the provisions of the Public Employee Retirement Administration Commission (PERAC), the Employee Retirement Income Security Act (ERISA) and Department of Labor regulations.

The System participates in PRIT. The effective weighted duration rate for PRIT investments ranged from .08 to 11.6 years.

Concentration of Credit Risk

The Town limits the amount that may be invested in any one issuer to 5% of the total investments. At June 30, 2011, the Town does not have any investments that exceed the 5% threshold.

The Retirement System limits the amount that may be invested in any one issuer to 5% of the total investments. At December 31, 2010, the Retirement System does not have any investments that exceed the 5% threshold.

NOTE 3 – RECEIVABLES

At June 30, 2011, receivables for the individual major governmental funds and non-major internal service, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Real estate and personal property taxes....	\$ 1,812,337	\$ -	\$ 1,812,337
Tax liens.....	1,401,370	-	1,401,370
Motor vehicle and other excise taxes.....	425,846	(184,033)	241,813
User fees.....	125,594	-	125,594
Departmental and other.....	6,353,299	(945,000)	5,408,299
Intergovernmental.....	11,983,918	-	11,983,918
Loans.....	135,287	-	135,287
Total.....	\$ <u>22,237,651</u>	\$ <u>(1,129,033)</u>	\$ <u>21,108,618</u>

At June 30, 2011, receivables for the water and sewer enterprise fund totaled \$4,959,144. The amount is considered fully collectible.

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of *deferred revenue* reported in the governmental funds were as follows:

	General Fund	Other Governmental Funds	Total
<u>Type:</u>			
Real estate and personal property taxes....	\$ 1,262,133	\$ -	\$ 1,262,133
Tax liens.....	1,361,835	-	1,361,835
Motor vehicle and other excise taxes.....	241,813	-	241,813
User fees.....	125,594	-	125,594
Departmental and other.....	2,795,941	517,642	3,313,583
Intergovernmental.....	5,403,000	4,912,935	10,315,935
<u>Other asset type:</u>			
Due from other funds.....	275,000	-	275,000
Total.....	\$ <u>11,465,316</u>	\$ <u>5,430,577</u>	\$ <u>16,895,893</u>

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2011, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 79,727	\$ 829,873	\$ (34,727)	\$ 874,873
Construction in progress.....	845,350	4,541,740	-	5,387,090
Total capital assets not being depreciated.....	925,077	5,371,613	(34,727)	6,261,963
<u>Capital assets being depreciated:</u>				
Land improvements.....	22,157,677	1,255,733	(1,838,311)	21,575,099
Buildings.....	241,934,784	2,360,756	(2,679,975)	241,615,565
Machinery and equipment.....	33,787,770	3,162,935	(12,380,067)	24,570,638
Infrastructure.....	41,621,142	2,227,544	(2,414,867)	41,433,819
Total capital assets being depreciated.....	339,501,373	9,006,968	(19,313,220)	329,195,121
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(9,647,606)	(817,882)	1,079,945	(9,385,543)
Buildings.....	(93,129,856)	(5,403,294)	2,394,588	(96,138,562)
Machinery and equipment.....	(22,754,239)	(1,962,896)	11,708,964	(13,008,171)
Infrastructure.....	(24,666,305)	(1,411,598)	2,414,867	(23,663,036)
Total accumulated depreciation.....	(150,198,006)	(9,595,670)	17,598,364	(142,195,312)
Total capital assets being depreciated, net.....	189,303,367	(588,702)	(1,714,856)	186,999,809
Total governmental activities capital assets, net.....	\$ 190,228,444	\$ 4,782,911	\$ (1,749,583)	\$ 193,261,772

	Beginning Balance	Increases	Decreases	Ending Balance
Water & Sewer Activities:				
<u>Capital assets being depreciated:</u>				
Land improvements.....	\$ 201,230	\$ -	\$ -	\$ 201,230
Buildings.....	2,570,876	-	-	2,570,876
Machinery and equipment.....	2,009,129	235,172	(547,677)	1,696,624
Infrastructure.....	52,316,160	2,661,114	-	54,977,274
Total capital assets being depreciated.....	57,097,395	2,896,286	(547,677)	59,446,004
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(53,321)	(6,574)	-	(59,895)
Buildings.....	(1,006,943)	(56,077)	-	(1,063,020)
Machinery and equipment.....	(1,264,850)	(177,776)	414,532	(1,028,094)
Infrastructure.....	(15,199,354)	(804,056)	-	(16,003,410)
Total accumulated depreciation.....	(17,524,468)	(1,044,483)	414,532	(18,154,419)
Total capital assets being depreciated, net.....	\$ 39,572,927	\$ 1,851,803	\$ (133,145)	\$ 41,291,585
	Beginning Balance	Increases	Decreases	Ending Balance
Golf Course Activities:				
<u>Capital assets being depreciated:</u>				
Land improvements.....	\$ 1,104,830	\$ 45,455	\$ -	\$ 1,150,285
Buildings.....	1,637,365	-	-	1,637,365
Machinery and equipment.....	242,656	-	(172,377)	70,279
Total capital assets being depreciated.....	2,984,851	45,455	(172,377)	2,857,929
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(307,012)	(38,574)	-	(345,586)
Buildings.....	(429,724)	(38,799)	-	(468,523)
Machinery and equipment.....	(102,587)	(6,536)	64,635	(44,488)
Total accumulated depreciation.....	(839,323)	(83,909)	64,635	(858,597)
Total capital assets being depreciated, net.....	\$ 2,145,528	\$ (38,454)	\$ (107,742)	\$ 1,999,332

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government.....	\$	445,943
Public safety.....		1,317,778
Education.....		3,778,728
Public works.....		3,205,884
Leisure services.....		638,793
Human services.....		208,544

Total depreciation expense - governmental activities.....	\$	<u>9,595,670</u>
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Business-Type Activities:

Water and Sewer.....	\$	1,044,483
Golf.....		83,909

Total depreciation expense - business-type activities.....	\$	<u>1,128,392</u>
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NOTE 5 - INTERFUND TRANSFERS

Interfund transfers for the fiscal year ended June 30, 2011, are summarized as follows:

Operating Transfers Out:	Operating Transfers In:		
	General Fund	Capital Article Fund	Total
General Fund.....	\$ -	\$ 7,102,000	\$ 7,102,000
Nonmajor Governmental Funds...	2,998,760	-	2,998,760
Water & Sewer Enterprise Fund...	1,643,181	-	1,643,181
Capital Article Fund.....	21,176	-	21,176
Golf Enterprise Fund.....	166,161	-	166,161
	<u>\$ 4,829,278</u>	<u>\$ 7,102,000</u>	<u>\$ 11,931,278</u>

Transfers represent amounts voted to fund the fiscal year 2011 operating budget and indirect costs transfers from the enterprise funds.

NOTE 7 – SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund and enterprise funds.

The Town had no short-term financing activity during fiscal year 2011.

NOTE 8 - LONG-TERM DEBT

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 5% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

In previous fiscal years, certain general obligation bonds were defeased by placing the proceeds of the bonds in an irrevocable trust to provide for all future debt service payments on the refunded bonds. Accordingly, the trust account's assets and liabilities for the defeased bonds are not included in the basic financial statements. At June 30, 2011, \$28,100,000 of Governmental and \$2,255,000 of Enterprise Fund bonds outstanding from the advance refunding are considered defeased.

Details related to the Town's outstanding indebtedness and debt service requirements follow.

Governmental Funds	Interest Rate	Outstanding at June 30, 2010	Issued	Redeemed	Outstanding at June 30, 2011
<u>Project</u>	<u>(%)</u>				
<i>Inside Debt Limit</i>					
Schools.....	2.59-5.91	\$ 16,812,183	\$ 9,650,000	\$ 2,844,361	\$ 23,617,822
General Government.....	3.22-5.28	32,649,264	-	3,341,039	29,308,225
Sub-total.....		49,461,447	9,650,000	6,185,400	52,926,047
<i>Outside Debt Limit</i>					
Schools.....	5.33 - 5.35	9,190,000	-	920,000	8,270,000
Total Governmental bonds Payable.....		58,651,447	9,650,000	7,105,400	61,196,047
Enterprise Funds					
<i>Inside Debt Limit</i>					
Golf Course Enterprise Fund.....	3.19-3.90	860,000	375,000	155,000	1,080,000
Water Enterprise Fund.....	3.90-6.63	7,740,352	-	1,270,001	6,470,351
Sewer Enterprise Fund.....	3.90-5.28	7,130,700	1,000,000	922,099	7,208,601
Total Enterprise Bonds Payable.....		15,731,052	1,375,000	2,347,100	14,758,952
Total Bonds Payable.....		\$ 74,382,499	\$ 11,025,000	\$ 9,452,500	\$ 75,954,999

Debt service requirements for principal and interest for governmental bonds payable are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012..... \$	7,796,238	\$ 2,172,392	\$ 9,968,630
2013.....	6,639,633	1,935,162	8,574,795
2014.....	5,857,088	1,721,819	7,578,907
2015.....	5,267,794	1,544,449	6,812,243
2016.....	4,857,794	1,372,202	6,229,996
2017.....	4,635,000	1,196,398	5,831,398
2018.....	4,192,500	1,034,043	5,226,543
2019.....	3,870,000	889,095	4,759,095
2020.....	3,550,000	743,542	4,293,542
2021.....	2,235,000	607,088	2,842,088
2022.....	2,230,000	521,092	2,751,092
2023.....	1,720,000	430,816	2,150,816
2024.....	1,715,000	360,458	2,075,458
2025.....	1,715,000	288,497	2,003,497
2026.....	1,325,000	215,412	1,540,412
2027.....	1,120,000	158,350	1,278,350
2028.....	1,120,000	108,988	1,228,988
2029.....	450,000	59,062	509,062
2030.....	450,000	39,938	489,938
2031.....	450,000	20,248	470,248
Totals..... \$	61,196,047	\$ 15,419,049	\$ 76,615,096

Debt service requirements for principal and interest for enterprise fund bonds and notes payable are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012..... \$	2,223,761	\$ 516,354	\$ 2,740,115
2013.....	2,155,366	442,806	2,598,172
2014.....	2,107,912	377,747	2,485,659
2015.....	1,787,206	301,150	2,088,356
2016.....	1,777,206	239,178	2,016,384
2017.....	1,515,000	173,219	1,688,219
2018.....	1,162,501	116,894	1,279,395
2019.....	860,000	76,962	936,962
2020.....	730,000	44,700	774,700
2021.....	265,000	16,700	281,700
2022.....	20,000	7,000	27,000
2023.....	20,000	6,300	26,300
2024.....	20,000	5,576	25,576
2025.....	20,000	4,826	24,826
2026.....	20,000	4,026	24,026
2027.....	15,000	3,226	18,226
2028.....	15,000	2,606	17,606
2029.....	15,000	1,968	16,968
2030.....	15,000	1,330	16,330
2031.....	15,000	674	15,674
Totals..... \$	<u>14,758,952</u>	<u>\$ 2,343,242</u>	<u>\$ 17,102,194</u>

The Commonwealth has approved school construction assistance. The assistance program, which is administered by the Massachusetts School Building Authority, provides resources for future debt service of general obligation school bonds outstanding. During fiscal year 2011, \$1,295,000 of such assistance was received for reimbursement. Approximately \$7,277,000 will be received in future fiscal years. Of this amount, \$1,329,000 represents reimbursement of long-term interest costs, and approximately \$5,948,000 represents reimbursement of approved construction costs. Accordingly, a \$5,948,000 intergovernmental receivable and corresponding deferred revenue have been reported in governmental fund financial statements. The deferred revenue has been recognized as revenue in the conversion to the government-wide financial statements.

In fiscal 2005, the Commonwealth enacted legislation that changed the method for funding the school building assistance program. Under the new program, the assistance is paid to support construction costs and reduce the total debt service of the Town. The Town has been approved for projects at the Runkle and Heath School's under this program. Through the end of fiscal year 2011, the Town has recorded capital grant revenue totaling approximately \$1,097,000 and \$67,000 respectfully, from the MSBA which is equal to 40% and 34.5% of approved construction costs incurred to date. The Town received \$876,000 of reimbursements related to the Runkle School and \$67,000 related to the Heath School in fiscal 2011.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2011, the Town had the following authorized and unissued debt:

Purpose	Amount
Runkle School.....	\$ 17,850,000
Waste Water System.....	4,124,065
Carlton Street Foot Bridge.....	1,400,000
Golf - Grounds.....	940,000
Town Hall Garage.....	950,000
Muddy River Project.....	745,000
Heath School.....	8,500,000
Storm Drains.....	500,000
Total.....	<u>\$ 35,009,065</u>

Changes in Long-term Liabilities

During the fiscal year ended June 30, 2011, the following changes occurred in long-term liabilities:

Governmental Funds

	Balance June 30, 2010	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance June 30, 2011	Current Portion
Long-Term Bonds and Notes.....	\$ 58,651,447	\$ 9,650,000	\$ (7,105,400)	\$ -	\$ 61,196,047	\$ 7,796,238
Other Postemployment Benefits.....	36,158,149	-	-	(2,730,811)	33,427,338	-
Workers' Compensation.....	900,000	-	-	83,000	983,000	245,750
Compensated Absences.....	9,431,373	-	-	161,135	9,592,508	5,905,415
Landfill Closure.....	5,763,000	-	-	(1,093,000)	4,670,000	165,000
Total.....	<u>\$ 110,903,969</u>	<u>\$ 9,650,000</u>	<u>\$ (7,105,400)</u>	<u>\$ (3,579,676)</u>	<u>\$ 109,868,893</u>	<u>\$ 14,112,403</u>

Business-Type Activities

	Balance June 30, 2010	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance June 30, 2011	Current Portion
Long-Term Bonds and Notes.....	\$ 15,731,052	\$ 1,375,000	\$ (2,347,100)	\$ -	\$ 14,758,952	\$ 2,223,761
Other Postemployment Benefits.....	1,394,242	-	-	(105,299)	1,288,943	-
Compensated Absences.....	385,433	-	-	9,770	395,203	290,616
Total.....	<u>\$ 17,510,727</u>	<u>\$ 1,375,000</u>	<u>\$ (2,347,100)</u>	<u>\$ (95,529)</u>	<u>\$ 16,443,098</u>	<u>\$ 2,514,377</u>

Internal service funds predominantly serve the governmental funds. Accordingly, the internal service fund's long-term liabilities are included as part of the governmental activities totals above. At fiscal year end, \$983,000 of internal service funds accrued liabilities is included above. Except for the amounts related to the internal service funds and a portion of the bonds, the governmental activities long-term liabilities are generally liquidated by the general fund.

NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

As of June 30, 2011, the governmental fund balances consisted of the following:

	GOVERNMENTAL FUNDS				
	General	Chapter 90 Highway Fund	Capital Article Fund	Nonmajor Governmental Funds	Total Governmental Funds
FUND BALANCES					
Nonspendable:					
Permanent fund principal.....\$	- \$	- \$	- \$	1,150,127 \$	1,150,127
Restricted for:					
Chapter 90 major fund.....	-	1,634	-	-	1,634
Housing trust funds.....	-	-	-	4,877,823	4,877,823
Parking meter fund.....	-	-	-	3,355,312	3,355,312
Revolving funds.....	-	-	-	2,073,200	2,073,200
Trust funds.....	-	-	-	8,974	8,974
Federal grant funds.....	-	-	-	797,871	797,871
Gift and grant funds.....	-	-	-	3,901,664	3,901,664
Storm damage fund.....	-	-	-	401,401	401,401
Sale of cemetery lots/ graves.....	-	-	-	426,985	426,985
Sale of municipal property.....	-	-	-	3,250,000	3,250,000
Non-expendable permanent funds.....	-	-	-	186,434	186,434
Cemetery perpetual care.....	-	-	-	135,710	135,710
Library permanent fund.....	-	-	-	4,314,260	4,314,260
Other permanent funds.....	-	-	-	497,613	497,613
Committed to:					
Revenue financed capital article major fund.....	-	-	9,845,423	-	9,845,423
Debt financed school capital projects.....	-	-	-	6,440,394	6,440,394
Debt financed town capital projects.....	-	-	-	738,357	738,357
Assigned to:					
General government.....	281,398	-	-	-	281,398
Public safety.....	236,441	-	-	-	236,441
Education.....	247,798	-	-	-	247,798
Public works.....	190,836	-	-	-	190,836
Human services.....	3,320	-	-	-	3,320
Leisure services.....	9,179	-	-	-	9,179
Unassigned.....	22,555,076	-	-	-	22,555,076
TOTAL FUND BALANCES (DEFICIT)..... \$	23,524,048 \$	1,634 \$	9,845,423 \$	32,556,125 \$	65,927,230

Unassigned fund balance of the General Fund includes \$5.4 million of available funds voted to fund the fiscal year 2012 operating budget.

NOTE 10 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance.

The Town is self-insured for its workers' compensation, unemployment and municipal building insurance activities. These activities are accounted for in the internal service fund where revenues are recorded when earned and expenses are recorded when the liability is incurred. Any incurred but not reported liability related to unemployment and municipal building insurance is deemed immaterial and is therefore not recorded.

(a) Workers' Compensation

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations.

The Town purchases individual stop loss insurance for claims in excess of the coverage provided by the Town in the amount of \$800,000. The estimated future workers' compensation liability is based on history and injury type.

At June 30, 2011, the amount of the liability for workers' compensation claims totaled \$983,000. Changes in the reported liability since July 1, 2009, are as follows:

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2011.....\$	900,000	\$ 1,228,504	\$ (1,145,504)	\$ 983,000
Fiscal Year 2010.....	1,380,000	676,446	(1,156,446)	900,000

NOTE 11 - PENSION PLAN

Plan Description - The Town contributes to the Retirement System, a cost-sharing multiple-employer defined benefit pension plan administered by the Brookline Contributory Retirement Board. Substantially all employees are members of the Retirement System, except for public school teachers and certain administrators who are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$14,623,000 for the fiscal year ended June 30, 2011, and, accordingly, are reported in the general fund as intergovernmental revenues and pension expenditures.

The Retirement System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Brookline Contributory Retirement Board and are borne by the Retirement System. The Retirement System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth's PERAC. That report may be obtained by contacting the Retirement System located at Brookline Town Hall, 333 Washington Street, Brookline, Massachusetts 02146.

At December 31, 2010, the Retirement System's membership consists of the following:

Active members.....	1,292
Inactive members.....	1,316
Disabled members.....	190
Retirees and beneficiaries currently receiving benefits.....	659
Total.....	<u>3,457</u>

Funding Policy - Plan members are required to contribute to the Retirement System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the Retirement System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. Administrative expenses are funded through investment earnings.

The current and two preceding fiscal years apportionment of the annual pension cost between the two employers required the Town to contribute approximately 97%, of the total. Chapter 32 of the MGL governs the contributions of plan members and the Town.

Annual Pension Cost - The Town contributions to the Retirement System for the fiscal years ended June 30, 2011, 2010, and 2009 were approximately \$13,822,000, \$12,064,000, and \$11,422,000, respectively, which equaled its required contribution for each fiscal year. At June 30, 2010, the Town did not have a net pension obligation. The required contribution was determined as part of an actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions included an 8.15% investment rate of return and projected salary increases of 5% per year. The actuarial value of the Retirement System's assets was determined using the fair value of the assets. The Retirement System's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll. The remaining amortization period at June 30, 2011 was 17 years.

Schedule of Funding Progress (Dollar amounts in thousands)

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
1/1/10	\$ 220,576,982	\$ 357,980,915	\$ 137,403,933	61.6%	\$ 58,622,493	234.4%
1/1/08	223,598,975	332,222,063	108,623,088	67.3%	59,789,007	181.7%
1/1/06	190,818,205	299,355,769	108,537,564	63.7%	58,277,406	186.2%
1/1/04	177,153,465	265,441,629	88,288,164	66.7%	52,378,086	168.6%
1/1/02	171,285,347	250,478,343	79,192,996	68.4%	45,109,610	175.6%
1/1/00	160,983,529	217,964,030	56,980,501	73.9%	43,028,894	132.4%

Funding progress is reported based on the biennial actuarial valuation performed by the Retirement System, and is being accumulated on a biennial basis. The Town is responsible for approximately 97% of the unfunded liability.

Noncontributory Retirement Allowance – The Town pays the entire retirement allowance for certain retirees who are eligible for noncontributory benefits and are not members of the Retirement System. The general fund expenditure for fiscal year 2011 totaled approximately \$155,769.

NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

The Town implemented the provisions of GASB Statement #43, *Financial Reporting for Postemployment Benefit Plans Other Than Pensions*, and established its "Other Postemployment Benefits Trust Fund". The Town voted to begin funding its OPEB liabilities through the use of this fund.

Plan Description - The Town of Brookline administers a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare and life insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members. Chapter 32b of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

Funding Policy - Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. For 2011 the Town contributes 78% of the cost of current-year premiums for healthcare for eligible retired plan members and their spouses and 75% of current-year premiums for life insurance for eligible plan members. For fiscal year 2011, the Town contributed \$18.4 million to the plan.

Annual OPEB Cost and Net OPEB Obligation - The Town's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the *annual required contribution of the employer (ARC)*, an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Town's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town's net OPEB obligation for fiscal year 2011:

Normal cost.....	\$ 4,121,359
Amortization of unfunded actuarial accrued liability.....	10,823,940
Interest on existing net OPEB obligation.....	2,189,307
Adjustments to annual required contribution.....	<u>(1,572,272)</u>
Annual OPEB cost (expense).....	15,562,334
Contributions made.....	<u>(18,398,444)</u>
Increase/Decrease in net OPEB obligation.....	(2,836,110)
Net OPEB obligation - beginning of year.....	<u>37,552,391</u>
Net OPEB obligation - end of year.....	<u><u>\$ 34,716,281</u></u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2011 is as follows:

Fiscal year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/11	\$ 15,562,334	71.0%	\$ 34,716,281
6/30/10	21,792,668	49.1%	37,552,391
6/30/09	20,503,147	46.5%	26,282,132

Funded Status and Funding Progress - As of June 30, 2010, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$215 million, of which the Town has funded approximately \$7.4 as of June 30, 2010. The covered payroll (annual payroll of active employees covered by the plan) was \$124.6 million, and the ratio of the UAAL to the covered payroll was 166.83 percent.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements,

presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions - Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2010, actuarial valuation, the projected unit credit actuarial cost method was used. The actuarial assumptions included a 7.25 percent investment rate of return, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 10 percent initially, reduced by decrements to an ultimate rate of 5 percent after six years. Both rates included a 4.0 percent inflation assumption. The actuarial value of assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period. The UAAL is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at June 30, 2011, was 29 years.

NOTE 13 - LANDFILL CLOSURE COSTS

State and federal laws and regulations require the Town to close its old landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site after closure. The Town operated a solid waste landfill that ceased operations in 1972. The Town has reflected \$4,670,000 as the estimate of the rear landfill closure liability at June 30, 2011, in the government-wide financial statements governmental activities. This amount is based on estimates of what it would cost to perform all future closure care. Actual costs may be higher due to inflation, changes in technology, or changes in regulations.

NOTE 14 – INTERFUND LOAN

On June 12, 2001, the General Fund issued an interest free note in the amount of \$500,000 to Putterham Meadows Golf Club Enterprise Fund to meet projected and capital expenses. The note is payable at \$25,000 per year, due on July 1 of each year. At June 30, 2011 the outstanding loan balance was \$275,000.

NOTE 15 - COMMITMENTS

The Town has entered into a long-term contract with Whitney Trucking Inc. to load, haul and dispose of municipal solid waste. The Town is charged a flat rate per ton that is subject to increase annually. There are no minimum tonnage requirements that the Town must comply with.

The Town entered into an agreement with Waste Management of Massachusetts, Inc. to provide single stream recycling for the Town. The fiscal year 2011 cost to the Town was approximately \$590,000 and the expected cost for fiscal year 2012 is \$856,000. This contract expires on June 30, 2014.

The School Department has entered into an agreement with Eastern Bus Company, Inc. to provide for regular transportation. The contract bears an annual cost of approximately \$684,000 for the first two years and approximately \$537,000 for the third year. The regular school transportation contract expires on August 31, 2013.

The School Department has also entered into an agreement with Y.C.N. Transportation, Inc. to provide transportation for its special needs students. The contract bears an annual cost of approximately \$395,000. The special needs student transportation contracts expire on August 31, 2013.

The Town has entered into, or is planning to enter into, contracts totaling approximately \$35,000,000 for renovations to the Runkle School, the Heath School, various Sewer Improvements, renovations to the Carlton Street Foot Bridge and various other projects.

NOTE 16 - CONTINGENCIES

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2006, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2011.

NOTE 17 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During fiscal year 2011, the following GASB pronouncements were implemented:

- GASB Statement #54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was implemented in fiscal year 2011. Financial statements changes include new fund balance designations and the reclassification of stabilization funds from the special revenue fund to the general fund. Notes to the basic financial statements were changed to provide additional disclosure on the new designations of fund balance.
- GASB Statement #59, *Financial Instruments Omnibus*, was implemented in fiscal year 2011 and did not impact the financial statements.

Future implementation of GASB pronouncements:

- The GASB issued Statement #60, *Accounting and Financial Reporting for Service Concession Arrangements*, which is required to be implemented in fiscal year 2013. Management expects that the implementation of this pronouncement will have an impact on the basic financial statements.
- The GASB issued Statement #61, *The Financial Reporting Entity: Omnibus*, which is required to be implemented in fiscal year 2013. Management's current assessment is that this pronouncement will not have a significant impact on the basic financial statements.
- The GASB issued Statement #62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which is required to be implemented in fiscal year 2013. Management's current assessment is that this pronouncement will not have a significant impact on the basic financial statements.
- The GASB issued Statement #63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, which is required to be implemented in fiscal year 2013. Management's current assessment is that this pronouncement will have a significant impact on the basic financial statements.
- The GASB issued Statement #64, *Derivative Instruments: Application of Hedge Accounting Termination Provisions*, an amendment of GASB Statement No. 53, which is required to be implemented in fiscal year 2012. Management does not believe that this pronouncement will require additional disclosure or impact the basic financial statements

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Required Supplementary Information

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2011

	Budgeted Amounts			
	Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget
REVENUES:				
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 155,892,381	\$ 155,892,381	\$ 156,083,117
Motor vehicle and other excise taxes.....	-	4,600,000	4,600,000	4,600,000
Hotel/motel tax.....	-	1,550,000	1,550,000	1,550,000
Charges for services.....	-	4,650,245	4,650,245	4,650,245
Penalties and interest on taxes.....	-	350,000	350,000	350,000
Payments in lieu of taxes.....	-	880,000	880,000	880,000
Licenses and permits.....	-	2,553,475	2,553,475	2,553,475
Fines and forfeitures.....	-	4,306,700	4,306,700	4,306,700
Intergovernmental.....	-	13,694,506	13,694,506	13,694,506
Departmental and other.....	-	603,055	603,055	603,055
Investment income.....	-	250,000	250,000	250,000
TOTAL REVENUES.....	-	189,330,362	189,330,362	189,521,098
EXPENDITURES:				
Current:				
General government.....	297,928	10,625,988	10,923,916	9,390,125
Public safety.....	409,556	33,810,857	34,220,413	34,403,660
Education.....	366,218	71,947,765	72,313,983	72,409,351
Public works.....	324,266	12,772,572	13,096,838	14,763,795
Human services.....	41,978	2,210,741	2,252,719	2,324,942
Leisure services.....	9,115	4,407,759	4,416,874	4,508,239
Pension benefits.....	-	13,999,954	13,999,954	13,999,954
Employee benefits.....	246	27,515,947	27,516,193	26,529,693
State and county charges.....	-	5,556,335	5,556,335	5,556,335
Debt service:				
Principal.....	-	7,105,400	7,105,400	7,105,400
Interest.....	-	2,203,224	2,203,224	2,203,224
TOTAL EXPENDITURES.....	1,449,307	192,156,542	193,605,849	193,194,718
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(1,449,307)	(2,826,180)	(4,275,487)	(3,673,620)
OTHER FINANCING SOURCES (USES):				
Premium from issuance of bonds, net of expenditures.....	-	-	-	-
Transfers in.....	-	4,808,101	4,808,101	4,808,102
Transfers out.....	-	(6,572,000)	(6,572,000)	(7,173,868)
TOTAL OTHER FINANCING SOURCES (USES).....	-	(1,763,899)	(1,763,899)	(2,365,766)
NET CHANGE IN FUND BALANCE.....	(1,449,307)	(4,590,079)	(6,039,386)	(6,039,386)
BUDGETARY FUND BALANCE, Beginning of year.....	-	19,472,365	19,472,365	19,472,365
BUDGETARY FUND BALANCE, End of year.....	\$ (1,449,307)	\$ 14,882,286	\$ 13,432,979	\$ 13,432,979

See notes to required supplementary information.

Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
\$ 155,898,463	\$ -	\$ (184,654)
5,178,153	-	578,153
1,244,887	-	(305,113)
4,776,101	-	125,856
498,405	-	148,405
908,270	-	28,270
3,586,851	-	1,033,376
4,274,494	-	(32,206)
14,225,080	-	530,574
1,238,807	-	635,752
400,352	-	150,352
192,229,863	-	2,708,765
8,327,032	281,398	781,695
33,804,706	236,441	362,513
72,095,304	247,798	66,249
14,399,923	190,836	173,036
2,294,869	3,320	26,753
4,444,419	9,179	54,641
13,977,375	-	22,579
26,087,430	-	442,263
5,576,032	-	(19,697)
7,105,400	-	-
2,109,205	-	94,019
190,221,695	968,972	2,004,051
2,008,168	(968,972)	4,712,816
14,507	-	14,507
4,829,278	-	21,176
(7,173,868)	-	-
(2,330,083)	-	35,683
(321,915)	(968,972)	4,748,499
19,472,365	-	-
\$ 19,150,450	\$ (968,972)	\$ 4,748,499

**Other Postemployment Benefit Plan
Schedule of Funding Progress and Employer Contributions**

June 30, 2011

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
6/30/2010	\$ 7,355,050	\$ 215,241,642	\$ 207,886,602	3%	\$ 124,608,849	166.83
6/30/2008	-	323,225,372	323,225,372	0%	120,097,413	269.14
6/30/2006	-	325,834,939	325,834,939	0%	114,641,067	284.22

Schedule of Employer Contributions

Fiscal Year Ended	Annual Required Contribution	Actual Contributions Made	Percentage Contributed
2011	\$ 14,945,299	\$ 11,043,394	74%
2010	21,473,717	10,522,409	49%

**Other Postemployment Benefit Plan
Actuarial Methods and Assumptions**

Actuarial Methods:

Valuation date.....	June 30, 2010
Actuarial cost method.....	Projected Unit Credit
Amortization method.....	Amortization payments increasing at 4.0%, open
Remaining amortization period.....	29 years as of June 30, 2011
Asset valuation method.....	Market value

Actuarial Assumptions:

Investment rate of return.....	7.25%, pay-as-you-go scenario
Inflation.....	4.0%
Medical/drug cost trend rate.....	10.0% graded to 5.0% over 6 years and by 0.50% for 1 year to an ultimate level of 5.0% per year

Plan Membership:

Current retirees, beneficiaries, and dependents.....	1,560
Current active members.....	<u>1,382</u>
Total.....	<u><u>2,942</u></u>

See notes to required supplementary information.

NOTE A - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**A. Budgetary Information**

Municipal Law requires the Town to adopt a balanced budget that is approved at the Annual Town Meeting. The Advisory Committee presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. Expenditures are budgeted for each department by four major appropriation units, which are personal services, expenses, debt service and capital outlay that are mandated by Municipal Law. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Amendments to the originally adopted budget and transfers between departments require the approval of Town Meeting. Transfers between appropriation units within a department (except for the School Department and Library) require the approval of the Town Administrator, and are subject to certain restrictions that may require authorization from the Board and Advisory Committee. Expenditures within the appropriation of the School Department are not restricted. Transfers between Library appropriation units require the approval of the Board of Library Trustees.

The majority of appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the payment of debt service is statutorily required, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of Town Meeting.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original fiscal year 2011 approved budget, including amounts carried forward from the prior fiscal years authorized approximately \$200,178,000 in appropriations and other amounts to be raised. During fiscal year 2011, Town Meeting approved appropriation increases totaling \$191,000.

The Office of the Comptroller has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

B. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the fiscal year ended June 30, 2011, is presented below:

Excess of revenues and other financing sources (uses) over expenditures - budgetary basis.....	\$ (321,915)
<u>Perspective difference:</u>	
Activity of the stabilization fund recorded in the general fund for GAAP.....	105,449
<u>Basis of accounting differences:</u>	
Recognition of expenditures on modified accrual basis.....	(11,044)
Net change in recording 60-day receipts accrual.....	17,945
Recognition of revenues on modified accrual basis.....	171,405
Tax refunds payable.....	241,000
Recognition of revenue for on-behalf payments.....	(14,623,000)
Recognition of expenditures for on-behalf payments.....	<u>14,623,000</u>
Excess of revenues and other financing sources (uses) over expenditures - GAAP basis.....	\$ <u>202,840</u>

C. Appropriation Deficits

During fiscal year 2011, expenditures exceeded budgeted appropriations for state & county charges. This deficit will be funded through tax levy in fiscal year 2012.

NOTE B – OTHER POSTRETIREMENT BENEFITS

The Town of Brookline administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare, dental and life insurance for eligible retirees and their spouses through the Town’s health insurance plan, which covers both active and retired members, including teachers.

The Town currently finances its other postemployment benefits (OPEB) on a hybrid of pay-as-you-go and setting aside monies in an OPEB Trust. As a result, the funded ratio (actuarial value of assets expressed as a percentage of the actuarial accrued liability) is 3%. In accordance with Governmental Accounting Standards, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

The Schedule of Funding Progress and Employer Contributions presents multi-year trend information which compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

Projections of benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

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